**Job Description**

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<tr>
<th><strong>Job Title:</strong></th>
<th>Associate Programme Officer</th>
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<tr>
<td><strong>Job Reference No:</strong></td>
<td>AD1142</td>
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<td><strong>Programme:</strong></td>
<td>Species</td>
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<td><strong>Grade:</strong></td>
<td>Associate Officer</td>
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<td><strong>Line Manager:</strong></td>
<td>Programme Officer</td>
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**Main Purpose of the Job**

The Species Programme contributes to global and regional initiatives to conserve biodiversity by providing authoritative information to decision-makers in support of the effective implementation of biodiversity-related conventions and agreements. This includes work in relation to timber and wildlife trade through the provision of support on monitoring of the implementation of the EU Timber Regulation (EUTR), the Forest Law Enforcement, Governance and Trade (FLEGT) Regulation, the EU Wildlife Trade Regulations and CITES.

The focus of this post will be to work with a dedicated team to:

1. Conduct analyses of numeric data, primarily trade/customs/licencing data in relation to the international timber and wildlife trade;
2. Write scientific reports for policy-makers in relation to this trade, including incorporating detailed analyses of trade/customs/licencing data;
3. Analyse national reports submitted by EU Member States in relation to EUTR and the FLEGT licensing scheme;
4. Ensure that wildlife trade data are entered accurately and efficiently into the relevant information management systems maintained by UNEP-WCMC (e.g. the CITES Trade Database);
5. Contribute to other written outputs such as overviews of timber source countries and regular briefings on international forest-related topics and the communication of these to EU government officials.

We are looking for a highly competent individual with an eye for detail and a commitment to providing data to decision-makers in order to ensure that international trade in timber and wildlife is both legal and sustainable.

**Key Areas of Responsibility**
The key areas of responsibility are:

- Quantitative analysis of large datasets, including various types of trade data and clearly presenting numerical information in reports and other outputs to assist policy-makers (including through the use of infographics)
- Analysis and synthesis of information and primary literature from multiple sources to produce well written and succinct reports for policy-makers.
- Contributing to the drafting and compilation of scientific reports and policy-relevant analyses in relation to the implementation of the EUTR/FLEGT regionally and CITES globally, ensuring that outputs are consistently delivered to the high quality reflective of UNEP-WCMC’s standard;
- Management of large datasets, including cleaning and manipulation of trade/customs/licencing data, as well as contributing to the accurate entry of data into global datasets maintained by UNEP-WCMC.
- Responding to requests for technical information on behalf of the programme; and
- Contributing to, and working as part of, a cohesive team in the implementation of the Centre’s strategy and mission to support decision-makers through the provision of authoritative biodiversity data and information.

Other Duties

The postholder will be expected to extend their own knowledge of scientific and policy issues relevant to the work of UNEP-WCMC on an on-going basis and to contribute to project development, as appropriate. Associate Programme Officers may be delegated responsibility for support and guidance of short-term casual staff and Interns. On an occasional basis, the postholder may be asked to attend relevant meetings (primarily in the UK or Brussels). Other duties may be assigned from time to time commensurate with the level of the post.