## PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Associate Programme officer</th>
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<tbody>
<tr>
<td>Programme:</td>
<td>Species</td>
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<tr>
<td>Job Reference No:</td>
<td>AD1142</td>
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<tr>
<td>Grade:</td>
<td>Associate Officer</td>
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## QUALIFICATIONS / EDUCATION

**Essential:**
- Degree in quantitative sciences, statistics, or similar

**Desirable:**
- Post-graduate degree in a relevant discipline (e.g. quantitative sciences, international environmental law/policy, forestry etc.)

## EXPERIENCE

**Essential:**
- Technical proficiency in the analysis, cleaning and manipulation of large, complex datasets in R;
- Experience of managing large datasets/databases and code scripts (e.g. source/version control);
- Experience of synthesizing numerical data for policy reports;
- Experience synthesizing diverse literature and scientific information;
- Basic knowledge of and interest in international and regional forest policy, including familiarity with the EU Timber Regulation and/or FLEGT.

**Desirable:**
- Practical experience in analysing, cleaning and manipulating trade/licensing data (e.g. FLEGT licence, CITES trade data, national customs data, UN COMTRADE data or EU COMEXT data);
- Experience of using data visualisation tools to present data (e.g. trade analyses);
- Experience of developing automation scripts for repeat data tasks in R;
- Experience of working in the biodiversity or forestry sector and writing reports for decision-makers;
- Knowledge/experience of working on sustainable supply chains, traceability or with relevant industry;
- Good understanding of the provisions of the EU Timber Regulation and/or FLEGT.

## SKILLS

- Strong numerical skills and ability to analyse complex quantitative and qualitative data;
- High level of attention to detail and motivation to ensure that high quality outputs are consistently delivered and that data is interpreted correctly;
- Excellent writing skills, including the ability to write concise, well-referenced syntheses and critically review scientific information/literature;
- Strong communication and inter-personal skills for working as part of a collaborative team;
- Flexibility, task prioritisation skills and excellent time management; and
- Fluency in spoken and written English is essential to this role. In addition, fluency in French or Spanish is desirable.

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<tr>
<th>TYPE OF PERSON REQUIRED</th>
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<td>The successful candidate will be a conscientious and motivated individual with strong numerical skills and an enthusiasm for working with data. They will be an excellent data analyst, a critical thinker and they will have a strong interest and ability in synthesising quantitative and qualitative information. They will also be committed to providing technical and scientific support to policy makers. They will be ready to take initiative and work autonomously with little supervision, to prioritise various tasks to meet deadlines and to take responsibility for delivering high quality outputs. They will be driven to contribute to UNEP-WCMC’s work in ensuring that international trade in timber and wildlife is both legal and sustainable.</td>
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<tr>
<th>OTHER RELEVANT INFORMATION</th>
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<td>This is not a United Nations Post.</td>
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