Job Description

**Job Title:** Programme Officer  
**Job Reference No:** AD1139  
**Programme:** Species Programme  
**Grade:** Technical/Professional Officer  
**Line Manager:** Senior Programme Officer

### 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 trade through the provision of support on monitoring of the implementation of the EU Timber Regulation (EUTR) and the Forest Law Enforcement, Governance and Trade (FLEGT) Regulation.

The postholder will deliver high quality outputs on projects that focus on the provision of analyses and assessments in support of sustainable forest management and demand side measures to combat illegal logging, and they will lead project elements with analytical components. The job will focus on the delivery and oversight of technical reports to provide succinct, reliable and useful technical and policy advice, particularly in relation to the implementation of the EU Timber Regulation and FLEGT.

This will include oversight of key project components, including for example:

- The production of country overviews, which include the compilation of information on source countries relevant for the implementation of the EUTR (such as forest management, timber trade statistics, risks of illegality and relevant national legislation);
- Analyses of national reports submitted by EU Member States in relation to EUTR and the FLEGT licensing scheme;
- The production of regular briefings on timber-related topics and the communication of these to EU government officials; and
- Assistance with ad hoc support requests, as appropriate, from project funders.

The postholder will be responsible for guiding the work of others and providing quality assurance for relevant outputs. The postholder will also contribute to other live project work in the Programme, as required. They will also help further the organisation’s objectives through contributions to project development and other duties that will support the smooth running of the Programme.
### Key Areas of Responsibility

The key areas of responsibility are:

- Overseeing the delivery of scientific reports and policy-relevant analyses, including through proofreading outputs and ensuring that outputs are consistently delivered to the high quality reflective of UNEP-WCMC’s standard;
- Analysing and synthesizing data and information, including primary literature and data from multiple sources, in order to produce well written and succinct reports for policy-makers. Reports will primarily focus on the legality and sustainability of timber trade in the EU;
- Leading on project components and making substantial contributions to projects that support effective implementation of the EU Timber Regulation, FLEGT and CITES (particularly in relation to timber trade);
- Ensuring the management of projects (or project components) to time and budget, with efficient project administration and reporting procedures in place;
- Line management of junior staff and interns and management of other colleagues in the context of project management;
- Liaising with the project funders and partners, including government officials, in relation to projects and project outputs;
- Representing UNEP-WCMC effectively at external meetings and workshops, ensuring a high level of professional conduct; and
- Contributing and developing ideas on potential future projects in support of effective implementation of Multilateral Environmental Agreements (MEAs), supporting regional and global efforts to combat illegal logging and the sustainable management of species.

### Other Duties

The postholder will also be expected to extend their own knowledge of scientific and policy issues relevant to the work of the UNEP-WCMC on an on-going basis (particularly in relation to international timber trade and illegal logging) and to contribute to team and UNEP-WCMC planning and strategy development. Other duties may be assigned from time to time commensurate with the postholder’s qualifications and experience.

This post is likely to require some travel (primarily within Europe) to relevant fora to represent UNEP-WCMC and present our outputs to external stakeholders.