### PERSON SPECIFICATION

<table>
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<tr>
<th>Job Title:</th>
<th>Programme Officer</th>
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<td>Programme:</td>
<td>Species Programme</td>
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<tr>
<td>Job Reference No:</td>
<td>AD1139</td>
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<td>Grade:</td>
<td>Technical/Professional Officer</td>
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### QUALIFICATIONS / EDUCATION

**Essential:**
- Degree in international environmental law/policy, forestry, biological/natural sciences, ecology, statistics, or similar
- Relevant professional experience

**Desirable:**
- Post-graduate degree in a relevant discipline (e.g. international environmental law/policy, forestry, biological/natural sciences, statistics, or similar)

### EXPERIENCE

**Essential:**
- Demonstrated experience of working at the science/policy interface in the field of international biodiversity conservation and/or forest policy;
- Knowledge and/or experience in relation to international and regional forest policies/frameworks that help to tackle illegal logging and unsustainable timber trade (for example the EU Timber Regulation and the Forest Law Enforcement, Governance and Trade (FLEGT) Regulation and Action Plan)
- Experience of analysing and synthesising scientific information and producing high quality analyses and policy-relevant reports to inform international conservation initiatives;
- Experience of proof-reading and editing documents to a high standard and providing constructive feedback to authors.
- Experience of implementing projects and/or project components to a high standard, to time and to budget.

**Desirable:**
- Experience working in partnership with a variety of stakeholders, such as governments, intergovernmental organisations, NGOs, timber traders or trade federations, etc.;
- Knowledge/experience of working on sustainable supply chains, traceability or with relevant industry.
- Practical experience in analysing large complex datasets (e.g. trade/customs/licensing data), and in using data visualisation tools to present trade analyses.
- Previous experience of representing similar organisations at international fora or governmental representation;
- Experience working on CITES and EU policies relating to wildlife and timber trade;
- Experience of managing and training staff;
- Proposal development, budgeting and fundraising experience.
**SKILLS**

- Excellent writing and proofreading skills with the ability to produce relevant, concise and well-presented reports targeted at government officials;
- Meticulous attention to detail and motivation to ensure that outputs are consistently of high quality and staff are provided with constructive, timely feedback to ensure continual improvement;
- Strong project management skills and the ability to manage and motivate staff to deliver high quality outputs to time/budget;
- Strong critical, analytical and innovative thinking skills and the ability to apply these skills to produce outputs which are tailored to the data/information needs of decision makers;
- Excellent IT skills (MS Excel, Word, PowerPoint, citation and database software);
- Ability to work to tight deadlines, flexibility to balance competing demands on time and to seek support or delegate, as appropriate;
- Strong communications skills (written and spoken) and ability to liaise competently with government officials, represent UNEP-WCMC at international meetings and present outputs to international audiences;
- Excellent inter-personal skills and the ability to work in a team environment as well as autonomously; and
- Fluency in written and spoken English is essential to this role. Fluency in French or Spanish is desirable.

**TYPE OF PERSON REQUIRED**

The successful candidate will be an intelligent, highly competent and proactive individual with an enthusiasm for and commitment to finding solutions to global biodiversity challenges, particularly illegal logging and the overexploitation of nature. They will have exceptional skills in editing and critically reviewing scientific and policy reports to a high standard. They will also have skills in project management and be keen to take on new challenges. They will be a supportive, engaging, and open-minded team player, even under pressure. The candidate will have strong critical, analytical and innovative thinking skills and be driven to contribute to project management and project development that tackles overexploitation of nature. We anticipate an individual with the ability to draw on their existing experience to be able to make an immediate and significant contribution to the current and future work of the Species Programme and the Centre.

**OTHER RELEVANT INFORMATION**

The post holder will be expected to interact in a professional manner with clients and partners, including government officials. They will be required to travel, including internationally. This is not a United Nations Post.