

Job Description

Job Title:	Associate Programme Officer
Job Reference No:	AD1169
Programme:	Conserving Land and Seascapes Programme
Grade:	E
Line Manager:	Programme Officer

Main Purpose of the Job

The main purpose of the job is to provide administrative, organisational and technical support for two thematic areas: maintenance of the World Database on Protected Areas and projects associated with the Protected Planet Initiative, and projects related to blue economy and ocean accounting. Support may also be needed across other areas in alignment with the Centre's programmes and thematic areas.

Key Areas of Responsibility

- Identify and collate key strategic datasets, notably for the WDPA and associated datasets, and regularly incorporate data from data providers into central master datasets.
- Conduct spatial analyses, including data preparation and development of repeatable methodologies. Produce maps, reports and other outputs for a variety of projects.
- Provide input on the overall workflow, architecture and management of the Centre's datasets and associated projects including data acquisition, database and GIS design and management, quality control and production of outputs.
- Provide input on the development, implementation and documentation of knowledge management processes including developing, maintaining and implementing policies and protocols, quality standards, control procedures and assessments.
- Provide technical, analytical and administrative support to a range of live and development projects across the Centre, related to blue economy and ocean accounting.
- Contribute to background research, data gathering and analyses, and to the drafting of reports, policy briefs and other project outputs, as required.
- Manage relationships with national government agencies, non-governmental organisations, international convention secretariats and any other external relationships as necessary support the relevant thematic objectives.
- Provide advice and support to internal and external users on the application and analysis of datasets, including training as required and participation in the development of project methodologies.
- Represent UNEP-WCMC at relevant conferences, workshops and other specialist meetings to promote and raise the profile of the Centre.

Other Duties

- Provide administrative and organisational support to projects through such activities as compiling administrative and financial reports, organising meetings and liaising with partners.
 - Contribute to project development and fundraising.
 - Contribute to the operation and administration of the Programme and of the Centre as a whole.
 - Extend your own knowledge of scientific and policy issues relevant to the work of the Centre.
 - Undertake any other duties as may be required from time to time commensurate with the level of the post.
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