

PERSON SPECIFICATION

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

QUALIFICATIONS / EDUCATION

Essential:

Undergraduate degree in biodiversity informatics, biological sciences, social science, geography, environmental sciences, or similar.

Desirable:

Post-graduate degree / diploma / certificate in biological sciences, geography, environmental sciences, or similar.

EXPERIENCE

Essential:

- Experience in the management and use of large-scale datasets, associated protocols and workflows.
- Experience of data analysis and/or the use of spatial tools such as GIS.
- Demonstrated interest in the environment or biodiversity sector.
- Demonstrated research and investigation skills.
- Demonstration of experience in managing multiple tasks with tight deadlines.
- Demonstrated ability to produce high quality outputs such as reports, infographics, website content, communication materials, and presentations.

Desirable:

- Fluency in French, Spanish, Russian, Chinese or Arabic.
- Work experience in the environment or biodiversity sector
- Experience in the use of the WDPA, and associated protocols and workflows.
- Experience communicating technical information to non-specialist audiences.
- Experience using conservation prioritisation tools, such as Marxan, or biodiversity modelling.
- Working on ecosystem assessments, natural capital assessments, natural capital accounting, or similar.
- Conducting policy analyses.
- Coordinating partners, networks, stakeholder groups or steering committees, especially in international context.
- Familiarity with international biodiversity and/or development initiatives.
- Interest in project proposal development and fundraising.
- Coding experience, preferably python.

SKILLS

- Strong database and data analysis skills, and ideally strong GIS skills.

- Strong skills in critical review and analysis of information from different sources, including scientific literature, reports, policy documents and quantitative data.
- Excellent skills in organization, work planning and ability to work to tight deadlines.
- Excellent written and verbal communication skills, coordination and networking, including the ability to produce different types of high-quality outputs for different target audiences, in particular policy makers and governments.
- Excellent interpersonal skills.
- Fluent English speaker, and fluency in French or other language desired

TYPE OF PERSON REQUIRED

We are seeking a team-player who is flexible and intelligent, with a passion for conservation, information management, and the ability to adapt to changing situations. Someone who has an optimistic outlook and capacity to see the solutions to challenges would do well. They will be keen to engage in both the terrestrial and marine environment and will be solutions orientated.

SPECIAL CIRCUMSTANCES

The successful applicant will be based at the UNEP-WCMC offices in Cambridge, UK. Occasional international travel may be required to fulfil the requirements of this position.

OTHER RELEVANT INFORMATION

This is not a United Nations Post.