## Person Specification

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Programme Officer</th>
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<td>Programme:</td>
<td>Ecosystem Assessment and Policy Support</td>
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<tr>
<td>Job Reference No:</td>
<td>AD1176</td>
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<td>Grade:</td>
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### Qualifications/Education

**Essential:**
- Undergraduate degree in relevant biological/natural/environmental sciences, geography, ecology, economics, social sciences or similar

**Desirable:**
- Postgraduate degree in relevant area e.g. environmental economics, international relations, international development, interdisciplinary, conservation, land management, environmental policy, environmental law, or other relevant interdisciplinary field

### Experience and Knowledge

**Essential to have experience or can demonstrate:**
- Experience in working in an international context and/or in more than one country on biodiversity and ecosystem services related projects
- Experience of working on interdisciplinary projects
- Familiarity with international biodiversity related processes such as the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services, the Convention on Biological Diversity and other biodiversity-related conventions including indicators
- Experience of leading, drafting and delivering high quality written scientific outputs such as technical reports, and policy briefs for decision-makers
- Familiarity with quality assurance processes to ensure documents are produced to a high standard

**Desirable:**
- Direct experience of contributing to or supporting ecosystem assessments at any scale or on any theme
- Knowledge and/or experience of working in sectors dependent upon biodiversity and ecosystem services such as agriculture, forestry or fisheries
- Experience of working in partnership with a variety of stakeholders, such as governments, intergovernmental organisations, NGOs.
- Experience in managing and coaching staff.
- Previous experience of representing similar organisations at international fora or governmental representation.
- Experience of working within Asian, African or Latin American regions
- Proposal development and fundraising experience in the international conservation sector.
- Demonstrable experience in organizing and conducting meetings/workshops for government officials and stakeholders
- Project management, including managing projects to time and to budget;

### Skills
- Excellent writing and proofreading skills with the ability to produce clear, concise and well-presented reports targeted at government officials/decision makers;
- Strong attention to detail to ensure that high quality outputs are consistently delivered
- Strong project management skills and the ability to manage and motivate staff to deliver high quality outputs to time and budget;
- Strong meeting facilitation skills
- Strong critical, analytical and innovative thinking skills;
- Excellent IT skills (MS Excel, Word, PowerPoint, citation and database software);
- Ability to work to tight deadlines, balance competing demands on time and to seek support or delegate, as appropriate;
- Strong communications skills (written and spoken), willingness to represent UNEP-WCMC at international meetings and to make professional presentations to international audiences;
- Excellent inter-personal skills, including giving and receiving constructive feedback, and the ability to work in a team environment in a collaborative way as well as autonomously;
- Fluency in written and spoken English is essential to this role. Fluency in one other UN languages is desirable.

### Type of Person Required
The successful candidate will be a confident, engaging and organized individual with an appetite for working within a world class biodiversity institution. You will have successfully worked on a variety of biodiversity projects with international relevance which have had impact on at a variety of scales, but you will also understand the importance of working across disciplines to finding solutions to global biodiversity challenges.

You will have a willingness to take on new challenges and acquire new knowledge. It’s important that you are an excellent writer with an eye for detail and are able to synthesize scientific literature for policymakers so that your work has impact. You will also be a great verbal communicator, be able to project your knowledge and passion for your work in presentations and be skilled at steering and facilitating meetings towards the desired outputs and outcomes for the Centre.

### Other Relevant Information
The post holder will be expected to undertake regular travel, including internationally.
This is not a United Nations Post.