Job Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Associate Programme Officer</th>
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<tr>
<td>Job Reference No:</td>
<td>AD1192</td>
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<td>Programme:</td>
<td>Ecosystem Assessment and Policy Support</td>
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<td>Grade:</td>
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<td>Line Manager:</td>
<td>Programme Officer</td>
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Main Purpose of the Job

The focus of this post will be to work with a dedicated team of colleagues to:

1) Contribute to delivery of scientific outputs for policymakers, including programme specific reviews, policy implementation reviews and analyses of programme data
2) Help organise workshops or project events.
3) Support project communications
4) Ensure that project relevant data are entered accurately into the Centre's relevant information management systems.
5) Provide general project technical and administrative support as required to project teams to effectively implement project relevant tasks and activities

We are looking for a highly competent and independent individual with a commitment to biodiversity conservation and its value to people, who brings excellence in both writing and data management skills.

Key Areas of Responsibility

- Analysis and synthesis of data and information, including from published literature, databases and various multiple sources, in order to produce well written and succinct reports for policymakers including figures, tables and maps as required. Reports produced by the programme focus on ecosystem assessments, indicators, ecosystem accounting, global and national biodiversity reporting, spatial planning, biodiversity and development mainstreaming and other programme specific priorities.

- Ensuring that project relevant data are entered into relevant Centre databases accurately and in a timely manner in order to contribute to the day-to-day maintenance, analysis and management of the programme's portfolio of live contracted project work;

- Supporting the organisation of workshops or project events by, for example arranging travel and accommodation for participants as and when travel to
meetings resumes, preparing and distributing background information and providing other logistical support

- Contributing to the drafting, compilation, proof reading and checking of other publications, communication pieces and analyses for policymakers
- Responding to requests for technical information on behalf of the programme; and
- Contributing to, and working as part of, a cohesive team in the implementation of the Centre’s strategy and mission to support decision-makers through the provision of authoritative biodiversity data and information.

**Other Duties**

- Associate Programme Officers may be delegated responsibility for support and guidance of short-term casual staff and Interns;
- Associate Programme Officers may be asked to attend relevant meetings both in the UK and internationally on behalf of UNEP-WCMC;
- Contributions to project development, as appropriate;
- Extend own knowledge of scientific and policy issues relevant to the work of UNEP-WCMC; and
- Undertake any other duties as may be required from time to time by other across the Centre commensurate with the level of the post