Job Description

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<th>Job Title:</th>
<th>Programme Officer</th>
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<td>Job Reference No:</td>
<td>AD1204B</td>
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<td>Programme:</td>
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<td>Line Manager:</td>
<td>Senior Programme Officer</td>
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Main Purpose of the Job

The overall purpose of this job is to contribute to the delivery of UNEP-WCMC’s work to provide authoritative information and tools about biodiversity and ecosystem services in support of national governments and inter-governmental processes in a manner that is useful to decision-makers.

Working within the Ecosystem Assessment and Policy Support Programme, the job will focus particularly on delivery and development of projects relating to ecosystem assessment, but may also include biodiversity indicators, and synergies between biodiversity-related conventions, areas in which the Programme has longstanding expertise and competencies and where growth is both anticipated and underway.

Key Areas of Responsibility

The post holder will:

- Provide strong technical expertise and inputs into a range of projects within the Programme, particularly (though not exclusively) relating to ecosystem assessments, but also on biodiversity indicators, natural capital accounting and related areas
- Be responsible for delivery of scientific reports and policy-relevant analyses relating to project and programme objectives and for ensuring that outputs are consistently delivered to UNEP-WCMC’s high standards;
- Represent UNEP-WCMC effectively at external meetings and workshops, ensuring a high level of professionalism
- Facilitate workshops and other project-related meetings where required
- Fulfil the role of project leader for specified agreed projects, manage discrete components of larger scale projects and make substantial contributions as a team member to other projects that contribute to implementation of the programme and the Centre’s objectives
- As a project leader, create cross disciplinary and cross programmatic teams as required
- Ensure the delivery of projects (or project components) to time and budget, and ensure efficient project management administration and reporting procedures are in place, working closely with the programme administrators
• Build and maintain successful working relationships with a variety of stakeholders and work closely with existing partners in national governments, UN Environment, UNDP, UNESCO and other global and national partners
• Liaise with key project partners and donors to maintain partnerships and build new partnerships to drive forward our work
• Develop fundraising proposals for new projects that support programme and thematic priority objectives, ensuring that fundraising opportunities are then secured effectively.
• Line manage junior staff and interns as required

Other Duties

The post holder will also be expected to extend his/her own knowledge of scientific and policy issues relevant to the work of the Programme on an on-going basis and to contribute to UNEP-WCMC planning and strategy development. Other duties may be assigned from time to time commensurate with the post holder’s qualifications and experience.

This post is likely to require some overseas travel to relevant fora to represent UNEP-WCMC and present our outputs to external stakeholders.