Collaborating with UN Environment

Job Description

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<tr>
<th>Job Title:</th>
<th>Programme Officer</th>
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<td>Job Reference No:</td>
<td>AD1198</td>
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<td>Programme:</td>
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<td>Line Manager:</td>
<td>Programme Officer</td>
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Main Purpose of the Job

By making the case for biodiversity and ecosystem services, and the benefits it provides, UNEP-WCMC strengthens political recognition and will to use this knowledge in decision-making. Based on trust in the impartial information, knowledge, convening power and insights we provide, we work at the heart of many intergovernmental processes as they negotiate and subsequently implement global agreements relating to biodiversity and ecosystem services.

The role will support the Centre’s work related to global biodiversity platforms, conventions and their secretariats, national governments, and intergovernmental agencies. Under the guidance of the Ecosystem Assessment and Policy Support Programme’s team of technical specialists, the role will require policy analysis and creation of policy relevant outputs, tailored to the needs of client and stakeholder needs, especially those of Parties to multilateral environmental agreements.

Major global biodiversity policy developments during 2021, 2022 and beyond will make this role particularly rewarding.

Key areas of responsibility

- Analysing and synthesising information from multiple sources in a systematic way to reach robust conclusions and recommendations that are relevant to the intended audience.
- Using such evidence and analyses to develop consistently high quality, audience-targeted technical reports, policy briefs, guidance documents and other policy-relevant outputs such as information documents to intergovernmental processes, meeting summaries, presentations, reports to donors, and internal briefings.
- Tracking discussions, decisions and outcomes from relevant international meetings
- Organising and facilitating workshops and other expert meetings both remotely and in person
- Managing or leading projects (or components of projects) to time and on budget, with effective and efficient internal and external communication, project
administration and reporting, delegating task-level coordination and management as appropriate

- Supervising the inputs of Assistant Programme Officers, interns, students, volunteers and consultants as necessary in support of project implementation and the delivery discreet activities and outputs
- Line managing junior staff and interns as required
- Ensure that outputs are consistently delivered in line with UNEP-WCMC’s quality assurance processes
- Representing UNEP-WCMC effectively at external meetings and workshops, ensuring a high level of professionalism.
- Contribute to fundraising proposals for new projects that support programme and thematic priority objectives, ensuring that fundraising opportunities are then secured effectively.
- Initiating, growing and sustaining relationships with key individual partners and stakeholders, including governmental agencies and secretariats from international organizations

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. Other duties may be assigned from time to time commensurate with the post holder’s qualifications and experience.

As and when travel restrictions are lifted, this post is likely to require some overseas travel to relevant fora to represent UNEP-WCMC and present our outputs to external stakeholders.