**PERSON SPECIFICATION**

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<tr>
<th>Job Title:</th>
<th>Programme Officer (Natural Capital and Ecosystem Accounting)</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>AD1199</td>
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**QUALIFICATIONS / EDUCATION**

**Essential:**
- Undergraduate degree in relevant biological/natural/environmental sciences; or in relevant social sciences such as economics

**Desirable:**
- Postgraduate degree in relevant area such as environmental economics, or another relevant interdisciplinary field such as international relations, international development, environmental policy, environmental law.

**EXPERIENCE AND KNOWLEDGE**

**Essential to have experience or can demonstrate:**
- Competence in undertaking analysis of large environmental datasets and in presenting results
- Experience of leading, drafting and delivering high quality written scientific outputs such as technical reports, papers as well as policy briefs for decision-makers
- Familiarity with quality assurance processes to ensure documents are produced to a high standard
- Project management, including managing projects to time and to budget;
- Experience in working in an international context and/or in more than one country on biodiversity and natural capital related projects
- Experience of working on interdisciplinary projects

**Desirable:**
- Experience in ‘mainstreaming’ of environmental information, i.e. encouraging its uptake by sectors beyond those who normally use it
- 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.
- Demonstrable experience in organizing and conducting meetings/workshops for government officials and stakeholders
- Knowledge of spatial analysis using GIS

**SKILLS**
• Strong analytical skills with an aptitude for understanding environmental data
• 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 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 confident in working with data 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.

OTHER RELEVANT INFORMATION

The post holder will be expected to undertake regular travel, including internationally.

This is not a United Nations Post.