**Main Purpose of the Job**

UNEP-WCMC works to strengthen recognition and understanding of the importance of biodiversity and ecosystem services, and the benefits that they provide, and to promote and facilitate use this knowledge in decision-making. Based on trust in the impartial information, knowledge, convening power and insights that UNEP-WCMC provides, we are able to work at the heart of many intergovernmental processes as they negotiate global and regional frameworks relating to biodiversity and ecosystem services. We then also help to support subsequent implementations of those frameworks.

The role will support the Centre’s work related on international agreements, working with agreement secretariats, national governments, and intergovernmental agencies. Working with other experienced colleagues, the role will require policy analysis and creation of policy relevant outputs, tailored to client and stakeholder needs, especially those of Parties to multilateral environmental agreements.

Major developments in the field of global environmental governance 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, analyses and syntheses to develop consistently high quality, audience-targeted technical reports, policy briefs, guidance documents and other outputs including information documents to intergovernmental processes, meeting summaries, presentations, reports to donors, and internal briefings.
- Tracking discussions, decisions and outcomes from relevant international meetings
- Organising, facilitating and reporting on workshops and other expert meetings held both remotely and in person
- Managing or leading projects (or components of projects) on time and to 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 other staff, volunteers and consultants as necessary in support of project implementation and the delivery discreet activities and outputs, and line managing junior staff and interns as required
- Ensuring 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
- Developing project concepts and proposals as a basis for securing future work, both building on existing workstreams and exploring new areas of work, in line with the Centre’s mandate and strategy
- 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 Centre 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.