## PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Programme Officer</th>
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<tr>
<td>Programme:</td>
<td>Ecosystem Assessment and Policy Support</td>
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<tr>
<td>Job Reference No:</td>
<td>AD1198</td>
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<td>Grade:</td>
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## QUALIFICATIONS / EDUCATION

**Essential:**
Good honours degree in relevant field e.g. environmental sciences, politics, international relations, international development, law or work experience in a relevant field.

**Desirable:**
Postgraduate qualification degree in relevant field

## EXPERIENCE/KNOWLEDGE

**Essential:**
- At least five years’ experience in a policy focused role which included first-hand familiarity of the workings and/or implementation of global and/or regional policy frameworks of relevance to biodiversity and ecosystem services;
- Sound working knowledge of at least one of the following: the Convention on Biological Diversity and its Protocols; other biodiversity-related conventions; other multilateral environmental agreements or global policy processes related to biodiversity;
- A clear understanding of processes aimed at strengthening the science/policy interface in the field of international biodiversity governance;
- Managing projects involving government partners and demanding clients

**Desirable:**
- Knowledge and/or experience of working in sectors that entail interlinkages with biodiversity and ecosystem services such as agriculture, forestry, fisheries, or health;
- Experience of working in partnership with a variety of stakeholders, such as governments, intergovernmental organisations and MEA Secretariats, NGOs, etc;
- Experience in managing and coaching staff;
- Experience in organizing and conducting training workshops for government officials;
- Previous experience of representing organisations at international fora;
- Collaborative proposal development experience in the international conservation sector.
## Experience of producing high-quality outputs of various kinds targeted at policy audiences

## Experience of applying quality assurance processes

### SKILLS

- Excellent writing and proofreading skills with the ability to produce clear, concise and well-presented reports targeted at government officials/decision makers;
- Strong critical and analytical skills, with an ability to make connections between multiple strands of dialogues and activities and to demonstrate clear insights into the needs of governmental representatives;
- Strong project management skills, including managing projects to time and to budget;
- Ability to manage and motivate staff to deliver high quality outputs;
- A natural attention to detail to ensure that high quality outputs are consistently delivered for clients and that staff are provided with constructive feedback;
- 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 and the ability to work in a team environment face to face as well as autonomously, with an ability to build and maintain relationships internally and externally in remote working situations;
- Excellent IT skills (for example MS Excel, Word, PowerPoint, and citation software);
- Fluency in written and spoken English is essential to this role. Fluency in at least one other UN languages is desirable.

### TYPE OF PERSON REQUIRED

The successful candidate will be a highly competent and organized individual with an enthusiasm for and commitment to the role of multilateralism in finding solutions to global environmental challenges.

S/he will be an excellent writer with an eye for detail, synthesizing material for policymakers, and will have high personal standards in editing and critically reviewing policy reports. S/he will be a confident and persuasive communicator, and able to build trust with partners and work colleagues from many cultural backgrounds.

S/he will have excellent skills in project management and a willingness to take on new challenges. S/he will be able to work under the pressure created by external deadlines and circumstances, will enjoy the challenge of working on multiple projects as part of a team and be able to maintain a flexible approach to work planning.
We anticipate an individual with the ability to draw on existing experience to make an immediate and significant contribution to the current and future work of UNEP-WCMC.

**OTHER RELEVANT INFORMATION**

The role will initially involve working from home until patterns of office working are resumed. The post holder will be expected to interact in a professional manner with clients and partners, including government officials. As and when travel restrictions are lifted, s/he may be required to travel to meetings overseas.

This is not a United Nations post.