Job Description

Job Title: Programme Officer
Job Reference No: AD1236
Programme: Climate Change and Biodiversity
Grade: D
Line Manager: Senior Programme Officer

Main Purpose of the Job

The person appointed will play a key role in the Climate Change and Biodiversity (CCB) Programme, which currently comprises 18 staff. The Programme aims to provide authoritative information to support decision-making at the intersection of climate change and biodiversity conservation policies. Its work covers the impacts of climate change and related policy on biodiversity and ecosystem services, and the role of biodiversity and ecosystem services in climate change mitigation and adaptation. The main purpose of the job is to implement projects addressing some or all of these issues and to lead one or more small projects.

Key Areas of Responsibility

Make substantial contributions to the implementation of projects and other initiatives that support effective decision making on biodiversity and climate change policy, with particular emphasis on: climate change mitigation through managing ecosystems to reduce greenhouse gas emissions (including for REDD+).
This may include:

- Developing and implementing effective work plans and convening workshops and/or training sessions.
- Drawing on expert input, evaluating policy options and analysing or synthesising data (may include use of Geographic Information Systems) to produce accurate and clearly written publications, reports, web materials and other outputs.
- Working internationally to collaborate with government staff and other stakeholders on joint initiatives and contribute to capacity building
- As appropriate, contribute to similar work on ecosystem-based adaptation, and/or facilitate transfer of lessons and linkages between existing work areas on mitigation and adaptation.
- Contribute to the development of new CCB projects as above
• Manage junior staff and interns, and work alongside other colleagues, including experts on REDD+ and adaptation, policy specialists, economists and GIS technicians
• Contribute to the smooth running of the programme by taking part in strategic planning and taking on a limited number of non-project tasks, as needed
• Represent UNEP-WCMC to external audiences and partners, including at relevant international Convention meetings, conferences and workshops

Other Duties

Extend own knowledge of scientific and policy issues relevant to the work of the Programme.

Participate in WCMC planning and management processes

Undertake any other duties as may be required from time to time commensurate with the level of the post.