# Person Specification

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Programme Officer</th>
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<tbody>
<tr>
<td>Job Reference No:</td>
<td>AD1268</td>
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<tr>
<td>Programme:</td>
<td>Nature Based Solutions</td>
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<td>Grade:</td>
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## Qualifications/Education

**Essential:**
- Degree in biological sciences, geography, environmental sciences, economics, social sciences or similar

**Desirable:**
- Post-graduate degree in any of these areas

## Experience

**Essential:**
- Demonstrated interest and work experience in environment or biodiversity sector
- Understanding of key biodiversity and environmental issues and concepts, especially in relation to climate change and climate policy
- Demonstrated skills in literature-based research and/or synthesis and analysis of data on biodiversity or environmental issues
- Demonstrated ability to contribute to high quality outputs such as reports and reviews

**Desirable**
- Experience of working as part of a team
- Experience working with databases, statistical analysis and/or GIS
- Experience of project proposal development and fundraising
- Fluency in another UN language other than English

## Skills

- Strong research skills
- Strong writing and editing skills
- Ability to collect and enter data into databases accurately
- Attention to detail
- Ability to work to tight deadlines
- Strong organisational and time management skills
- Flexibility, and ability to multi-task
- Ability to work in a team and independently
- Strong IT skills – ability to use Microsoft Office, email
- Fluency in written and spoken English – other UN languages desirable

## Type of Person Required

Intelligent, well organized team player, able to work under pressure and on multiple projects.

## Other Relevant Information

The successful applicant will be based at the UNEP-WCMC offices in Cambridge, UK, but may be required to travel internationally in the future (subject to restrictions), including to developing countries, to fulfil the requirements of this position. At present staff are working largely from home, with gradual return to the office planned in accordance with the organisation’s safety-conscious policy.