

Assistant Programme Officer
Climate Change & Biodiversity Programme
Salary Band E £16,465 - £21,953

The United Nations Environment Programme World Conservation Monitoring Centre (UNEP-WCMC) aims to put the best available biodiversity information in front of national, regional and global decision makers. The Centre is the result of a collaborative agreement between UNEP and WCMC, a UK Charity.

The role: The primary purpose of this position is to provide administrative, organisational and technical support to the implementation of a range of projects on the impacts on climate change on biodiversity and on the role of ecosystems in climate change mitigation and adaptation.

Key responsibilities: The post holder will work closely with the CCB Programme to provide administrative support to projects, including compiling administrative and financial reports, arranging meetings and liaising with partners. The post holder will also provide technical support to the Programme through such activities as reviewing scientific and policy literature, organising data input to databases and drafting reports.

The candidate: The successful candidate will hold a degree or equivalent in the relevant field, and have a demonstrated interest of working in the climate change and biodiversity sector. They will hold excellent organisation and research skills and will be able to demonstrate an understanding of key biodiversity issues and concepts. The successful candidate will have a sophisticated understanding of the essential characteristics of successful partnership-building and will be able to demonstrate the ability to work collaboratively.

Who we are: WCMC is a UK charity that supports the United Nations Environment Programme. Our mission is to evaluate and highlight the many values of biodiversity and put authoritative biodiversity knowledge at the centre of decision-making. Since its establishment in the 1970s, the Centre has been at the forefront of the compilation, management, analysis and dissemination of global biodiversity information, and has an outstanding record of achievement.

Further information: For more information, please visit www.unep-wcmc.org. To apply, please complete the application form and submit this and a CV to recruitment@unep-wcmc.org by the closing date of 16th September 2011.

Candidates should note this is not a UN post and that only those eligible to work in the UK should apply.