



### PERSON SPECIFICATION

<b>Job Title:</b>	Assistant Programme Officer
<b>Programme:</b>	CCB
<b>Job Reference No:</b>	
<b>Grade:</b>	PO

#### QUALIFICATIONS / EDUCATION

<p><b>Essential:</b> Undergraduate degree in biological sciences, geography, ecology, environmental sciences, economics, social scientists or similar</p>	<p><b>Desirable:</b> Post-graduate degree / diploma / certificate in biological sciences, geography, ecology, environmental sciences, economics, social sciences or similar</p>
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#### EXPERIENCE

<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Demonstrated interest and work experience in the environment or biodiversity sector</li> <li>• Understanding of key biodiversity issues and concepts, especially in relation to climate change, climate policy and protected areas</li> <li>• Demonstrated biodiversity or environmental research and investigation skills</li> <li>• Demonstrated ability to produce high quality outputs such as reports and reviews</li> </ul>	<p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Experience working with databases</li> <li>• Experience working as part of a team</li> <li>• Interest in project proposal development and fundraising</li> <li>• Fluency in another UN language other than English</li> </ul>
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#### SKILLS

<ul style="list-style-type: none"> <li>• Strong research skills</li> <li>• Strong writing skills</li> <li>• Strong IT skills – ability to use word-processing, email, database software</li> </ul>
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- Ability to collect and enter data into databases
- Attention to detail
- Ability to work in a team and independently
- Fluency in written and spoken English – other UN languages desirable
- Ability to work to tight deadlines

**TYPE OF PERSON REQUIRED**

Flexible, intelligent, able to work well with others and willing to work under pressure to tight deadlines.

**SPECIAL CIRCUMSTANCES**

**OTHER RELEVANT INFORMATION**

The successful applicant will be based at the UNEP-WCMC offices in Cambridge, UK, but will be required to travel internationally to fulfil the requirements of this position.