**APPLICATION FOR EMPLOYMENT**

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| **AD1477 – Programme Officer**  |

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| **COVER LETTER**  |
| Provide a detailed account (no more than one page) of why you think you would be a good fit for this position and have the right skills   |
| **QUALIFICATIONS/EDUCATION / DATES** |
| Undergraduate Degree |  |
| Post-graduate Degree |  |
| Doctorate |  |
| **COMPETENCIES/SKILLS/KNOWLEDGE**  (Please provide a summary of how you meet these criteria) |
| **Essential:** |
| Working in an international context on biodiversity-related topics |  |
| Supporting governments, businesses, or financial institutions to account for nature in decision-making |  |
| Leading and conducting technical work related to core areas specified for this role |  |
| Building and managing partnerships with a variety of stakeholders, such as governments, intergovernmental organisations, NGOs, the business sector, financial institutions, and academic institutions |  |
| Managing projects to time and budget, working to important deadlines, and supporting ambitious team goals |  |
| Delivering high-quality scientific outputs such as technical analysis and well-written policy or business-relevant reports |  |
| Communicating project outputs and insights at in-person events via virtual platforms |  |
| **Desirable:** |
| Organising and delivering capacity-building, workshops and events virtually and/or in person |  |
| Developing proposals and fundraising in the international conservation sector |  |
| Engaging with global policy processes related to biodiversity and climate change |  |
| Managing and coaching staff |  |
| **Safeguarding:** |
| WCMC seeks to create an environment in which there is zero tolerance of harm or abuse and do everything we can to foster a culture in which people feel safe and encouraged to speak up when they witness, or suspect, harm or abuse is taking place.* How do you think you could personally support safeguarding standards to protect vulnerable people or provide an example of how you have done this in a previous workplace?
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| **HOW DID YOU FIND OUT ABOUT THIS VACANCY? (Please tick)** |
| Advertisement (please state publication): |  | Network Email: |  |
| UNEP-WCMC Web Page: |  | Agency: |  |
| Other (Please state): |
| **MEMBERSHIP OF PROFESSIONAL BODIES** |
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| **EMPLOYMENT HISTORY** |
| **CURRENT/MOST RECENT EMPLOYER** |
| **Employer name & address:** | **Please summarise duties/responsibilities and state the reasons for leaving this employment:** |
| **Position held:** (Please indicate if this is Full time or Part time) |
| **Start date:** |
| **Leaving date** (If applicable): |
| **Notice period:** |
| **Current/last salary:**(Indicate Overtime and Bonus Payments Separately)**Current benefits:** |

| REFERENCES |
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| We require two referee details for your current/most recent employment to date. Email addresses must be from a **work email address** for that organisation and not a personal one. Both referees must be either a line manager, supervisor or HR Team. If you cannot provide two employer referees, i.e. if you have only just graduated then you may use an academic reference. |
| 1st Current/Most Recent Employer:Name:Address:Telephone:e-mail:Fax:Job Title: In what capacity do you know the referee:  | 2nd Most Recent Employer:Name:Address:Telephone:e-mail:Fax:Job Title: In what capacity do you know the referee:  |

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| **AVAILABILITY**It is not normally possible to alter interview dates to suit individual requirements.  |

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| **DECLARATION**I declare that the information given in this document is correct to the best of my knowledge and belief. I understand that any wilful mis-statements render me liable to disqualification or to dismissal, if engaged.I consent to the information I provide being kept on file and processed for recruitment purposes in accordance with the Data Protection Act 1998.Signature: . . . . . . . . . . . . . . . . . . . . . . . Date:. . . . . . . . . . . . . . . . . . . (if sent by email we will accept your email account name as a substitute signature) |

**Please apply using the weblink provided along with your CV.
Thank you**

**The People Team, UNEP-WCMC, 219 Huntingdon Road, Cambridge, CB3 0DL, UK.**