**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.**