**APPLICATION FOR EMPLOYMENT**

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| **AD1476 – Associate 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:** | | |
| Proven experience in environmental research, policy, or management | |  |
| Proficiency in synthesising evidence into written evidence | |  |
| Demonstrable capacity to produce high-quality written outputs targeting a range of audiences | |  |
| Experience delivering presentations | |  |
| Practice working to important deadlines and supporting ambitious team goals | |  |
| Demonstrable experience developing collaborative relationships | |  |
| **Desirable:** | | |
| Direct experience implementing analytical methodologies | |  |
| Skills for working with Geographic Information Systems, complex data or analytical software | |  |
| Relevant work on business and biodiversity issues | |  |
| Experience supporting capacity development | |  |
| Past involvement in project proposal development and fundraising | |  |
| Familiarity with project management processes | |  |
| Experience organizing or facilitating workshops and meetings face-to-face or via virtual platforms | |  |
| Ability to work in a language other than English | |  |
| **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 | |
| --- | --- |
| 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.**