**APPLICATION FOR EMPLOYMENT**

|  |
| --- |
| **AD1491 – Programme Officer** |

|  |
| --- |
| **QUALIFICATIONS/EDUCATION / DATES** |
| Undergraduate Degree |  |
| Post-graduate Degree |  |
| Doctorate |  |
| **COMPETENCIES/SKILLS/KNOWLEDGE**  (Please provide a summary of how you meet these criteria) |
| **Essential:** |
| Good understanding of the conceptual basis for Nature-based Solutions (NbS) to address climate change adaptation, climate mitigation, health and wellbeing and/or other societal challenges  |  |
| Knowledge and experience of issues and practice in ecosystem-based adaptation (EbA), climate change mitigation, or approaches for addressing health and well-being  |  |
| Experience of working at the science/policy/practice interface in fields relevant to NbS |  |
| Experience of developing useful science-based information and materials for decision-makers |  |
| Experience of working in Africa, Latin America & the Caribbean and/or Asia-Pacific regions |  |
| **Desirable:** |
| Experience working with or within a government on policy development and implementation |  |
| Experience of developing good working relationships with key decision makers in public, civil society or private sectors  |  |
| Experience of capacity building on technical issues |  |
| Detailed knowledge of REDD+ (environmental and social safeguards, results-based payments, carbon finance) and/or EbA |  |
| Detailed knowledge of protected areas and other area-based conservation measures |  |
| Experience of data analysis (spatial and/or statistical), to support decision making |  |
| Experience of contributing to development of project ideas and proposals  |  |
| Experience of managing staff and/or projects |  |
| Experience in working in another UN language, ideally French |  |
| **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?
 |  |

|  |
| --- |
| **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** |
|  |
| **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:** |
| **PREVIOUS EMPLOYERS (Most recent first)** |
| **From**(MM/YY) | **To**(MM/YY) | **Position held, full or part time, employer name & address** | **Summary of duties & reason for leaving** |
|  |  |  |  |

|  |
| --- |
|  **EDUCATION / TRAINING** |
| You will be required to produce documentary evidence of qualifications obtained. If still undertaking any studies, please indicate the date when the result is likely to be known |
| **Dates****From** | **To** | **Universities, Colleges & Schools** | **Details of Subjects & Levels Studied** | **Results** |
|  |  |  |  |  |

|  |
| --- |
| **Please provide a detailed account of why you think you would be suitable and have the right skills for the position applied for.** |

| 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:  |

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

|  |
| --- |
| **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 and a short cover letter.
Thank you**

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