**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.**