



Secretariat of the Convention on Biological Diversity



INTERNATIONAL
DAY FOR BIOLOGICAL
DIVERSITY
22 May 2008
**BIODIVERSITY
AND AGRICULTURE**

Programme Assistant in the Scientific, Technical and Technological Matters Division

Type of Contract: Short Term Assistant
Post Level: G7
Duty Station: Montreal
Deadline: 15 July 2008
Duration: 3 months (Renewable)

Background and Terms of Reference

The United Nations Environment Programme (UNEP) is the United Nations system's designated entity for addressing environmental issues at the global and regional level. Its mandate is to coordinate the development of environmental policy consensus by keeping the global environment under review and bringing emerging issues to the attention of governments and the international community for action.

At the 1992 Earth Summit in Rio de Janeiro, world leaders agreed on a comprehensive strategy for 'sustainable development'. One of the key agreements adopted at Rio was the Convention on Biological Diversity.

The Convention establishes three main goals: the conservation of biological diversity, the sustainable use of its components, and the fair and equitable sharing of the benefits from the use of genetic resources. The Secretariat of the Convention on Biological Diversity (SCBD) is located in Montreal and is administered by UNEP.

Under the direct supervision of the Principle Officer, Scientific, Technical and Technological Matters Division, the incumbent will:

1. Collect and organize substantive materials relevant for the work on scientific and technical matters, for both in-house and external utilization.
2. Conduct researching and contribute significantly to the preparation of reports, project documents and submissions to Governments, by providing information, preparing tables and drafting selected sections requiring some analysis and interpretation of subject matter.
3. Prepare background information for use in discussing with Governments and other organizations, answer queries and participate in negotiations and coordination of programmes.
4. Provide assistance for the organization and servicing of meetings and conferences organized or sponsored by SCBD, including preparation and distribution of documents, correspondence with participants and follow-up actions.



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Environment Programme

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5. Prepare and update, on a regular basis, the CBD Secretariat INTRANET (HOME PAGE) in the concerned areas of responsibilities;
6. Prepare standard lay-out and assist with production of documents, publications, and reports prepared by the SCBD.
7. Prepare background materials pertaining to missions of Unit staff and meetings, and file all the reports and related documents.
8. Provide administrative and support services as required, including the establishment and maintenance of substantive files.
- 9 Perform any other related duties as required

QUALIFICATIONS

Education

Courses in environmental sciences, business administration, or biodiversity-related fields.

Work Experience

Minimum of six years experience in biological diversity-related issues. Experience in managing information required.

Languages

English and French a requirement. Spanish Language an asset

Other Skills

A good understanding of office administration and different communication styles. An ability to work on multiple projects at one time as well as stay within strict timelines is also critical for this position.

Remuneration: The Gross Salary for this position is CAD \$44,690 per annum and Net Salary of CAD \$35,427 per annum

Special Information:

Appointment against this post is on a local basis. External candidates will be considered only when no suitable internal candidate from the duty station is identified. If an external candidate is selected, his/her appointment will be subject to a passing grade on the relevant entry-level examination at the duty station. The candidate is responsible for any travel expenses incurred in order to take the examination at the duty station and to take up the assignment.

Please send all applications to: secretariat@cbd.int
