



Programme Assistant in the Implementation and Technical Support Division

Type of Contract:	Temporary Assistant
Post Level:	G7
Duty Station:	Montreal
Deadline:	11 September 2009
Duration:	3 months (Renewable)

Background to the International Year of Biodiversity

Proclaimed by the United Nations General Assembly, the International Year of Biodiversity (IYB) will take place in 2010. This year coincides with the 2010 Biodiversity Target adopted by the Parties to the Convention on Biological Diversity and by Heads of State and government at the World Summit for Sustainable Development in Johannesburg in 2002.

The celebrations will seek to raise public awareness of the importance of biological diversity to human well-being and poverty reduction. Within this context the IYB will seek to encourage a global discussion on the extent to which the goals of the Convention and relevant Millennium Development Goals have been met, including a celebration of successes in achieving the 2010 target. The objective is to have these discussions culminate in a commitment, by the global community, to reinforce these goals beyond 2010.

The International Year is also an important contribution to the implementation of the programme of work on communication, education and public awareness (CEPA) of the Convention on Biological Diversity and the mandate under its Article 13. IYB will represent an opportunity for Parties to communicate the national implementation of the CBD, and to take the steps to mainstream biodiversity considerations into education, and the work of important economic sectors.

During the IYB, the Secretariat will seek to link a public awareness campaign to high level political dialogues on the achievements with regard to the 2010 target and the directions to be taken beyond. In concrete terms, a number of initiatives will be undertaken in 2009 and 2010 that will support this. National Governments will, in fact be the primary organizers for most events during IYB. Parties will be encouraged to carry out IYB events and strategies according to their capabilities, but at a minimum,

Parties are expected to carry out the following:

- create a website for IYB activities



- hold celebrations of IYB at the national level on 22 May 2010
- promote the Green Wave through the formal education system
- promote “2010 success stories” – projects demonstrate successes in achieving the 2010 biodiversity target
- promote the findings of Global Biodiversity Outlook 3
- Hold events that mobilize key stakeholders such as: business, agriculture, youth, scientists, etc.
- Hold events that start discussions on the post-2010 period, including the next set of targets.

Actions of the Programme Assistant:

The Programme Assistant will work in the Implementation and Technical Support Division, under the Principal Officer, with direct supervision from the focal point for the International Year of Biodiversity.

The Programme Assistant will provide support to Parties and organizations that are organising events and activities during IYB. In the context of this, the assistant will provide support, guidance and preparation to the following events and activities:

- Provide support to Parties for their national celebrations, including facilitating reporting of activities on the IYB website and in other for a;
- Support to the any inter-agency task forces, including managing communication on joint activities;
- Liaison with film and television firms and media outlets for reporting and the production of documentaries;
- Produce the initial draft of the IYB report of activities.

The Programme Assistant will also provide support to Secretariat events planned during the IYB. In collaboration with Conference services, the office of the executive secretary and the IYB team duties will include:

- managing correspondence;
- documenting events and assisting with any logistics;
- managing reporting;
- Providing assistance and support to the IYB Ambassadors who may be participating in events.

Finally, the Programme Assistant will also provide assistance in the production of information materials for the IYB including fact sheets, brochures and Global Biodiversity Outlook 3 and other relevant materials:

- managing work and communication with suppliers such as typesetting and graphic design firms, printers and dispatching agencies;
- coordinating proofreading and translation with relevant secretariat staff and suppliers;

QUALIFICATIONS

Education

Completion of secondary school is required. 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. Experience working at the international level and familiarity with intergovernmental processes for environment and development is an asset. Experience as a writer and a journalist is an asset.

Languages

English and French a requirement. Additional languages will be an asset.

Other Skills

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 \$46,400 per annum and Net Salary of CAD \$36,536 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

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