



# Secretariat of the Convention on Biological Diversity



## Programme Officer, Access and Benefits Sharing

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<b>Type of Contract:</b>	<b>Fixed Term</b>
<b>Post Level:</b>	<b>L-3</b>
<b>Duty Station:</b>	<b>Montreal</b>
<b>Deadline:</b>	<b>24 July 2009</b>
<b>Duration:</b>	<b>1 year (Renewable)</b>

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### 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.

### Responsibilities

This post is for an initial appointment of one year (renewable based on performance and funding), is located at the Secretariat of the Convention on Biological Diversity (SCBD) at Montreal, to serve as the Programme Officer, Access and Benefits Sharing within the Secretariat. Under the guidance and supervision of the Principle Officer - SEL, the incumbent of the post will have the following duties:

- Supporting the negotiation process of the international regime on access and benefit-sharing, by contributing to the preparation of documentation and arrangements for and servicing of, the meeting of the Ad-Hoc Open-ended Working Group on ABS, the body mandated to negotiate the international regime; by contributing to the preparation of documentation and arrangements for and servicing of the meetings of the Expert Groups on ABS related issues established by COP to assist the Working Group on ABS;
- Contributing to the organization and servicing of regional and interregional consultations, related to access and benefit-sharing, including the preparation of relevant documentation and the coordination of logistical arrangements;
- Prepare, organize, conduct, make presentations and otherwise contribute to awareness raising and capacity-development activities, including by actively taking part in workshops, through presentations and discussions;



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- Supporting the further development and maintaining of the ABS WebPages, including the databases, available through the CBD Clearing House Mechanism;
- Undertaking research and contributing , as requested, to the work to be carried out on access and benefit-sharing issues;
- Preparing outreach materials and contributing to outreach activities of the SCBD related to ABS;
- Representing the Secretariat and making presentations at meetings of other organizations related to access and benefit-sharing;
- Undertaking other related activities as may be requested by the Executive Secretary.

## **Competencies**

1. Professionalism and Team work: Experience and ability to establish and maintain effective working relations with people of different national and cultural backgrounds; Proven record in working collaboratively with colleagues to achieve organizational goals; Strong interpersonal skills demonstrated by the ability to lead and gain the assistance and cooperation of others in a team endeavor; Ability to build trust through operating with transparency and creating an open and positive environment; Shows pride in achievements and demonstrates professional competence, is conscientious in meeting commitments, observing deadlines and achieving results.

2 Planning and organization: Proven excellent organizational and planning skills; Ability to identify priority activities and assignments and make necessary adjustments as required; Foresee risks and allow for contingencies when planning; and ensure timely delivery of results.

3. Leadership: Managerial and leadership skills; Ability to collaborate with others to achieve results; Experience in building and managing teams and creating an enabling environment; Ability to establish and maintain relationships with a broad range of people to understand needs and gain support.

4. Judgement/decision making: Proven ability to provide strategic direction, to plan and establish priorities, and to ensure an effective work structure to maximize productivity and achieve goals.

## **QUALIFICATIONS**

### **Education**

Advanced university degree in environmental, social or political sciences, business administration, public administration, environmental management, or a first university degree with a relevant combination of academic and professional qualifications.

### **Work Experience**

At least five years of professional and progressively responsible experience, including experience at the international level in the field of sustainable development or environment related programmes, public administration and environmental conventions. Experience in organization of meetings a requirement.

### **Languages**

Excellent written and verbal communication skills in English is required. Working knowledge of another UN language(s) an asset.

### **Other Skills**

Prior experience with the United Nations or in a United Nations common system organization as well as

familiarity with the United Nations activities and organizational structure an advantage. Ability to draft documents and express views in a clear and concise manner.

**Please send all applications to: [secretariat@cbd.int](mailto:secretariat@cbd.int)**

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