



Secretariat of the Convention on Biological Diversity



INTERNATIONAL
DAY FOR BIOLOGICAL
DIVERSITY
22 May 2008
BIODIVERSITY
AND AGRICULTURE

Programme Officer, Gender Focal Point

Type of Contract:	Fixed Term
Post Level:	L-3
Duty Station:	Montreal
Deadline:	24 July 2009
Duration:	1 year (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.

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, Gender Focal Point within the Secretariat. Under the guidance and supervision of the Principle Officer - ITS, the incumbent of the post will have the following duties:

- Assist in setting up and to guide implementation of mandates and policies on the promotion of gender equality in all areas of CBD thematic and cross-cutting programme of work areas, and contribute to the design and delivery of appropriate training for all levels of personnel where required, to facilitate implementation of the action plan;
- Assist in setting up systems in the monitoring efforts to achieve gender equality, keeping abreast of opportunities to improve the status of women in the organization and enhance gender equality, and assist in relevant development of policies and programmes;
- Help in identifying the participation of women's organizations in all CBD activities, and ensure that all information and outreach activities of the CBD target and involve both women and men; and in collaboration with the UNEP Senior Gender Adviser, ensure that gender mainstreaming is included in inter-agency communications task forces (i.e. UN Climate Communications Group);



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- Support the Senior Management in identifying priorities to gender issues in their policies and programmes, and contribute to the effective functioning of established liaison groups (i.e. BLG. JLG) for gender mainstreaming and the advancement of women's rights;
- Guide her/his colleagues to apply gender specific mechanisms for gender mainstreaming, such as gender assessments, gender specific indicators, gender budgeting;
- Acts as a catalyst in the Secretariat and takes steps to strengthen the capacity on gender-environment of staff, e.g. by organizing training sessions;
- Stimulates a further deepening of the knowledge base on gender aspects of the work of the Secretariat;
- Provides networks with external centers of expertise on gender and environment (including international agencies, national institutes and NGOs and Youth), relevant for the Secretariat;
- Consult and ensure regular liaison and substantive reporting to the UNEP Senior Gender Adviser in Nairobi, and consult as necessary with the Office of the Special Adviser on Gender Issues and the Advancement of Women in the UN Secretariat and works closely with the gender focal points from the various UN agencies;
- Develops project proposals for specific activities in the area of gender-environment.
- Initiate and oversee the preparation and finalization of documents and information papers for submission to the CBD Conference of Parties as well as other meetings and conferences, and take the lead in following up to decisions of these meetings upon the request of the Executive Secretary;
- Support the Executive Secretary to ensure that all divisions give priority to gender issues in their policies and programmes, and contribute to the effective functioning of established inter-office coordination mechanisms for gender mainstreaming and the advancement of women's rights;
- Follow up with UN agencies that have complementary mandates for the promotion of women and girls rights, including UNEP, UNIFEM, UNDP, UNFPA and UNICEF and with civil society organisations and women's organizations, youth and establish cooperation and partnerships with the donor community, including Member States and inter-governmental agencies and regional organizations;

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
