



Convention on  
Biological Diversity



## Programme Assistant – G5 Rio Conventions Ecosystems and Climate Change Pavilion

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**Type of Contract: Temporary Assistant**

**Duty Station: Montreal**

**Duration: 6 months, with possible extension**

**Application Deadline: 31 August 2010**

**Start Date: ASAP**

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The Convention on Biological Diversity (CBD) is one of the key agreements adopted at the 1992 Earth Summit in Rio de Janeiro, where world leaders agreed on a comprehensive strategy for sustainable development – meeting our needs while ensuring that we leave a healthy and viable world for future generations. The Convention has 193 Parties and sets out commitments for maintaining the world's ecological underpinnings as we go about the business of economic development.

The Secretariat of the Convention, administered by the United Nations Environment Programme, is located in Montreal, Canada. A small, dynamic and multicultural office consisting of approximately 70 staff, its main tasks are to arrange for and service meetings of the Conference of the Parties, including the preparation of pertinent documentation, the operation of the international node of the clearing house mechanism, and the liaising and coordination with other international bodies and processes for the effective implementation of the Convention.

### BACKGROUND

The Fourth Assessment Report of the Intergovernmental Panel on Climate Change (IPCC) revealed that approximately 20-30% of plant and animal species assessed so far are likely to be at increased risk of extinction if increases in global average temperature exceed 1.5-2.5°C. In particular, climate change will cause changes in distribution, increased extinction rates, changes in relationships between species, changes in reproductive timings, and changes in length of growing seasons for plants. The results of these changes are already being observed.

The enhanced phase of implementation of the Convention, therefore, is closely linked to the use of biodiversity resources to mitigate and adapt to climate change while facilitating the maintenance of such resources in the face of our changing climate.



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COP 10 / MOP 5

To further enhance synergies between the Rio Conventions, the secretariat of the Convention on Biological Diversity (CBD), with the secretariats of the United Nations Convention to Combat Desertification (UNCCD) and the United Nations Framework Convention on Climate Change (UNFCCC), will convene the Rio Conventions' Ecosystems and Climate Change Pavilion at CBD COP 10 (18-29 October 2010) in Nagoya, Japan. The Pavilion will also be held during the UNFCCC COP 16 in Cancun, Mexico (29 November – 10 December 2010 and in 2011 at the UNCCD COP 10 in the Republic of Korea and at the UNFCCC COP 17 in South Africa. The Rio Conventions' secretariats will also extend the momentum of these collaborative outreach initiatives to the UN Conference on Sustainable Development in Brazil in 2012 (Rio +20).

The Pavilion contributes to enhanced awareness-raising, information sharing and outreach in the framework of the Rio Conventions (CBD COP Decision IX/16) and to enhancing collaboration between the Rio Conventions (UN General Assembly Resolution 64/203 of 14 December 2009).

The Rio Conventions' Ecosystems and Climate Change Pavilion, a collaborative outreach activity of the Rio Convention secretariats, is a coordinated platform for awareness-raising and information sharing about the latest findings from science and practice on the linkages between biodiversity, climate change and desertification.

## **RATIONALE**

Climate change within the CBD, in addition to being a key cross-cutting issue, is also integrated within all programmes of work of the Convention. As such, the CBD is an active contributor to processes within the United Nations Framework Convention on Climate Change (UNFCCC) particularly regarding the Nairobi work programme on impacts, vulnerability and adaptation to climate change, reducing emissions from deforestation and degradation in developing countries and technology transfer.

The ninth meeting of the Conference of the Parties (COP) to the CBD acknowledged the increasing threats to biodiversity from climate change and the opportunities presented by adaptation and mitigation (reducing emissions from deforestation) to enhance the conservation and sustainable use of biodiversity resources. As such, decision IX/16 was adopted on biodiversity and climate change including more than 20 requests to the Secretariat.

Following that decision the fourteenth meeting of the Subsidiary Body on Scientific, Technical and Technological Advice considered the in-depth review of implementation of the cross-cutting issue on biodiversity and climate change with a focus on filling information gaps, providing greater support for outreach and awareness raising and further enhancing synergies between the Rio Conventions.

## **OBJECTIVES**

The purpose of this position is to assist the preparation and organization of the Rio Conventions' Ecosystems and Climate Change Pavilion. This includes supporting colleagues in the development and implementation of activities related to the Pavilion, including supporting liaison with partners. The position will also contribute to the integration of climate change within the programmes of work and cross-cutting issues under the CBD.

The position offers an opportunity to gain international work experience and become acquainted with the implementation of a major United Nations multilateral environmental agreement and the intergovernmental processes this entails.

## **TERMS OF REFERENCE**

Under the supervision of the Programme Officer responsible for the Rio Conventions' Ecosystems and Climate Change Pavilion, and in collaboration for the program officer on climate change and biodiversity, this position will contribute to the substantive work of the Secretariat with regards to building synergies on biodiversity and climate change.

This will include:

- Support the liaison with partners and support colleagues in the development and implementation of activities related to the Rio Conventions' Ecosystems and Climate Change Pavilion;
- Draft Pavilion materials and other tasks as required to support development and implementation of the Pavilion.
- Support the preparation and organization of the Pavilion, including logistical support, preparation of correspondence, preparation of meeting documents, including minutes etc;
- Assist in preparing a report on the Pavilion, not exceeding 20 pages, based on discussions, presentations and daily summaries produced during the Pavilion.

## **QUALIFICATIONS**

### **Competencies**

Professionalism - Knowledge of administrative procedures/processes especially of travel, and ability to implement these. Ability to identify, extract and analyze a range of data; tact and ability to apply good judgment in the context of assignments given. Planning and Organizing - Good organizational skills, effective time management and ability to prioritize and plan own work to meet deadlines. Communication - Good communication (spoken and written) skills; excellent drafting capabilities. Tact and diplomacy, cooperative attitude, pleasant personality, even under pressure. Teamwork: Ability to work harmoniously as part of an international and multicultural team

### **Core Values**

Integrity, Professionalism and Respect for Diversity

### **Education**

Completion of secondary school is required. Supplementary courses and/or training in natural resource management is desirable.

### **Work Experience**

A minimum of 4 years of responsible work experience in the field of natural resource management will be required. Experience with the UN is an advantage. Experience in organization of meetings is desirable.

### **Note:**

The applicant should:

- Have a strong scientific and technical background in biodiversity – climate change links including *inter alia*: vulnerability assessments, adaptation planning, and land use / land use change as they relate to climate change mitigation.
- Be familiar with intergovernmental processes under the Rio Conventions.
- Be familiar with planning and organizing of international meetings.

**Languages**

English is the working language of the United Nations Secretariat. For the post advertised, fluency in oral and written English and French is required. Knowledge of other United Nations languages an asset.

**United Nations Considerations**

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

**Other Skills**

Excellent computer skills (Microsoft Office, email, internet). Meeting and workshop planning and organisational skills are required.

**Remuneration:** The Gross Salary for this position is CAD \$39,381 per annum and Net Salary of CAD \$31,195 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](mailto:secretariat@cbd.int)**