



Convention on  
Biological Diversity



2010 International Year of Biodiversity

## Programme Assistant – G6

### Forest Biodiversity and LifeWeb protected areas financing platform

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**Type of Contract: Short Term Assistant**

**Post Level: G6**

**Duty Station: Montreal**

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

**Application Deadline: 10 September, 2010**

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#### Background

The programme of work on forest biodiversity of the Convention on Biological Diversity (CBD) has been in effect since 2002, and was reviewed in 2008. It contains 130 actions, for implementation by Parties, with support from relevant organizations and the CBD Secretariat. The CBD Secretariat, pursuant to decision IX/5, is implementing a number of tasks to support Parties, in particular developing countries, in the implementation of the programme of work, including the organization of thematic and regional workshops. A focus since the ninth meeting of the Conference of the Parties (COP 9) has been supporting efforts to reduce emissions from deforestation and forest degradation (REDD). For more information, please visit [www.cbd.int/forest](http://www.cbd.int/forest)

LifeWeb is a partnership platform managed by the CBD Secretariat to strengthen financing for protected areas to conserve biodiversity, secure livelihoods and address climate change, through implementation of the CBD Programme of Work on Protected Areas. Welcomed by the ninth Conference of the Parties to the CBD in 2008, LifeWeb adds value to donors and recipients by providing a user-friendly clearing house of financial priorities, facilitating funding matches, arranging counterpart funding, as well as recognising donor support for ecosystem-based solutions. For more information, please visit [www.cbd.int/lifeweb](http://www.cbd.int/lifeweb).

#### Terms of Reference

The short-term staff, under supervision of the programme officer for forest biodiversity and the programme officer for LifeWeb, will:

For forest biodiversity:

1. Assist the programme officer with the preparation and follow-up of thematic and/or regional events, including:



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COP 10 / MOP 5

- a. Meeting of the Liaison Group on Bushmeat, February 2011 (tentative);
  - b. Activities related to the International Year of Forests 2011, including preparation of celebrations for the International Day of Biological Diversity, 22 May 2011;
  - c. Capacity building workshops on forest biodiversity and climate change, pursuant to decision IX/5 3 (a);
2. Maintain the forest webpages of the CBD website (www.cbd.int/forest), in collaboration with the IT team of the Secretariat;
  3. Provide administrative support, including preparing official correspondence and statements, editing communications documents, providing assistance with administrative procedures;
  4. Perform other tasks as required.

For LifeWeb:

5. Liaise with proponents of Expressions of Interest to the CBD LifeWeb platform, in order to help strengthen the focus, content, language and presentation of their submissions, and ultimately increase likelihood for strengthening financial support to protected area systems in developing countries and countries with economies in transition;
6. Assist with the organization of CBD events, notably upcoming national and regional financing donor roundtables to foster cooperation in financing the strengthening of protected area systems in close collaboration with partner governments and regional organizations;
7. Provide administrative support, including preparing official correspondence and statements, editing communications documents, providing assistance with administrative procedures, and maintaining the LifeWeb contacts database.
8. Perform other tasks as required.

## **Qualifications**

### *Education*

First University Degree in forestry, biology, natural resource management, or other relevant field. Field experience in a developing country, and/or other experience in development cooperation, is an asset. Experience in sustainable forest management and/or protected areas management is an asset.

### *Skills Required*

- Knowledge of the Convention, and of the Secretariat and its processes, is an advantage
- Knowledge of sustainable forest management
- Knowledge of protected areas management
- Experience in developing communication products, including websites
- Proficiency in English is required, proficiency in French and/or Spanish (or other UN languages) is an asset

## **Conditions**

The selected candidate will be employed under a short term General Service contract for an initial duration of 6 months.

## **Remuneration:**

The Gross Salary for this position is CAD \$43,127 per annum and Net Salary of CAD \$34,080 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. Applicants should be Canadian residents or citizens. The candidate is responsible for any travel expenses incurred in order to participate in an interview at the duty station and to take up the assignment.

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

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