



**Convention on
Biological Diversity**

**INTERNATIONAL YEAR
OF FORESTS • 2011**



Programme Assistant: Biofuels and Biodiversity

Type of Contract: Temporary Position

Post Level: G7

Duty Station: Montreal

Duration: 6 months (renewable based on performance)

Application Deadline: 30 July 2011

Background:

The programme of work on agricultural biodiversity of the Convention on Biological Diversity (CBD) has been in effect since 2000. In 2008 the subject of biofuels and biodiversity was incorporated into the agricultural biodiversity programme of work. The CBD Secretariat, pursuant to decisions IX/2 and X/37, is implementing a number of tasks to support Parties, in particular developing countries, in the implementation of the programme of work.

The Secretariat's work on biofuels centres largely on assisting Parties to promote the positive and minimise or avoid the negative impacts of biofuels production and use on biodiversity, including considering the socioeconomic conditions resulting from such impacts on biodiversity. The emphasis is currently on commercial liquid biofuels. The main approach is to work with partners, in particular the FAO and various other existing forums dealing with biofuels, to promote biofuels production that is sustainable in relation to biodiversity. A key requirement is to mainstream biodiversity into existing discussions, work and policies regarding biofuels. Further information is available at: <https://www.cbd.int/agro/biofuels/>.

Terms of Reference:

The short-term staff, under supervision of the programme officer for agricultural biodiversity, will assist the programme officer to:

- Undertake, in collaboration with partners, an analysis of the current degree of incorporation of relevant biodiversity considerations into relevant ongoing processes and activities of partner organisations and initiatives, including relevant needs for implementation of the Strategic Plan for Biodiversity (2011 – 2020);
- Prepare an inventory of tools and approaches in use by these organisations and initiatives and tools and approaches available (including but not limited to those under the CBD) to address the needs for biofuel production and use to be sustainable with regards to biodiversity;
- Assess the gaps in knowledge, tools and approaches and their application in relevant fora;
- Liaise with relevant partners and initiatives to promote, where necessary, improved attention to biodiversity in their work;
- Disseminate the results of the work through the clearing house mechanism (including updating the CBD web-site) and through information dissemination activities of partners and initiatives,

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including making relevant tools and approaches more accessible to Parties and other potential users;

- Provide administrative support, including preparing official correspondence and statements, editing communications documents, providing assistance with administrative procedures; and
- Perform other tasks as required.

Qualifications:

Education:

Completion of secondary school is required. Supplementary training in environmental, communications, business/public administration, or equivalent is required.

Skills required:

- Excellent spoken and written English. Proficiency in French and Spanish (or other UN languages) is an asset;
- Good organizational skills, effective time management and ability to prioritize and plan own work to meet deadlines;
- Experience working with outside consultants/contractor, particularly with graphic designers, web designers and other workers in the print and media industries an asset;
- Good communication (spoken and written) skills; excellent drafting capabilities and tailors language, tone, style and format to match the audience;
- Works collaboratively with colleagues to achieve organizational goals. Ability to work harmoniously as part of an international and multicultural team;
- Basic familiarity with the CBD and its bodies.

Work Experience

At least six years of progressively responsible experience, including some experience at the international level in the field of sustainable development or environment related programmes (law, conventions) and public administration. Experience with the United Nations an asset.

Other Skills

Excellent computer skills (MS Word, excel, internet, e-mail) are required.

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 \$47,343 per annum and Net Salary of CAD \$37,214 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.

Please send all applications to: secretariat@cbd.int