

## Job Description

- 1. POSITION TITLE:** Junior Professional Officer (JPO), Climate Change and Biodiversity policy
- 2. FUNCTIONAL GROUP:** JPO
- 3. LOCATION:** Headquarters, Gland, Switzerland
- 4. DURATION:** 12 months (renewable)
- 5. REPORTING RESPONSIBILITIES:**

Under the overall guidance of the Director of the International Policy Centre, the reporting responsibilities of this position are as follows:

<b>Reporting to:</b>	
<b><u>Direct Reporting Line</u></b>	<b><u>Reporting Areas</u></b>
Global Policy Lead, Climate Change	Climate change policy
<b><u>Co-Direct Reporting Line</u></b>	<b><u>Reporting Areas</u></b>
Policy Officer, Biodiversity	Biodiversity policy

- *Direct reporting line indicates those staff members this position directly reports to, and is responsible for performance appraisals of this position.*
- *Functional Reporting line indicates staff this position reports to or interacts with and who this position is accountable to for the specific function.*

### 1. COMPLIANCE WITH THE DELEGATION OF AUTHORITY

The Junior Professional Officer (JPO), Climate Change and Biodiversity Policy is expected to comply with the *IUCN Delegation of Authority (DoA)* current at any particular time, and the sub-delegations issued thereof. Such compliance must be exercised with due diligence and regard for the letter, spirit and purpose of the DoA.

## **2. BACKGROUND:**

IUCN is the largest professional global conservation network dealing with environment and sustainable development with more than 1,500 member organizations including 200+ government and 900+ non-government organizations and over 15,000 voluntary scientists and experts, grouped in seven Commissions in some 160 countries.

IUCN is an equal opportunity employer. We promote personal and professional development. Supervision and mentorship are provided at different levels. Direct supervision and mentorship are provided by the line manager.

IUCN's International Policy Centre (IPC) is responsible for driving the Union's strategic engagement in the global environmental policy arena in relation to delivering on and informing deliberations of parties to major environmental conventions, including the UN Framework Convention on Climate Change (UNFCCC) and the UN Convention on Biological Diversity (UN CBD).

## **3. MAJOR RESPONSIBILITIES:**

The role of the JPO will be to contribute to the International Policy Centre's work plan by providing support in the preparation and delivery of major policy pieces of work, especially on climate change and climate-biodiversity interlinkages. The tasks of the JPO will consist of, inter alia, researching and compiling background materials to inform preparation of IUCN position papers, policy briefs, submissions, technical papers and/or information papers and other publications led by the IPC as appropriate; collating and compiling inputs from various IUCN thematic components, including Regional Programmes and Commissions inputs, for position papers and other relevant documentation that may be prepared for specific meetings in which IUCN's engagement is expected; and supporting IUCN's institutional engagement and participation in key meetings and international processes such as the Convention on Biological Diversity (CBD) and the United Nations Framework Convention on Climate Change (UNFCCC), among others.

## **4. SPECIFIC DUTIES:**

- Undertake research and analysis to contribute to the formulation of IUCN's policy influencing strategies, submissions and publications on biodiversity and climate change;
- Support the development of IUCN policy papers (including position and information papers) on climate change and climate-biodiversity linkages.

- Support the development of other policy-related publications, proposals, presentations and submissions
- Contribute to the development of the IUCN delegation briefs and other supporting documentation for key policy meetings and to the IUCN report after the meetings have taken place;
- Support the internal and external communication of IUCN's policy work on climate change
- Contribute to the dissemination of relevant information through the IUCN website and the Union Portal
- Support the organization and delivery of meetings and other convenings hosted or attended by IUCN on climate policy and climate-biodiversity linkages

*Please Note: The above TORs contain the main responsibilities and duties of this position. However, in an ever-evolving organisation such as IUCN, staff members are expected to show flexibility in their approach to work and be willing to undertake other tasks that are reasonably allocated to them but which are not part of their regular TORs. Where any task becomes a regular part of staff member's responsibilities, the TORs should be changed in consultation between the manager, the staff member and the HR Unit. Any one of the three may initiate the consultation.*

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## **5. POSITION REQUIREMENTS**

- An advanced degree in international relations, environment and development, natural resource management, economics, law, or related fields
- 2-3 years of professional experience in the related fields;
- Written and spoken proficiency in English;
- Knowledge of French and/or Spanish would be an asset
- Personal integrity, initiative, adaptability, and sound judgement;
- Ability to work under pressure;
- Good knowledge of Word, Excel, PowerPoint and IT and web platforms.
- Excellent interpersonal and organizational skills;
- Ability to adapt to new environments, and to establish and maintain good working relations with individuals of different cultural backgrounds.