



## Job Description

1. **POSITION TITLE:** Development Officer, Strategic Partnerships
2. **FUNCTIONAL GROUP:** P1
3. **LOCATION:** Headquarters, Gland, Switzerland
4. **DURATION:** 12 months (renewable)
5. **REPORTING RESPONSIBILITIES:**

Under the overall guidance of the Director - Strategic Partnerships Unit, 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>
Director - Strategic Partnerships Unit	ALL
<b><u>Co-Direct Reporting Line</u></b>	<b><u>Reporting Areas</u></b>
<b><u>Functional Reporting Line</u></b>	<b><u>Reporting Areas</u></b>

- *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.*

<b>Reported by:</b>	
<b><u>Direct Reports</u></b>	<b><u>Reporting Areas</u></b>
n/a	n/a
<b><u>Functional Reports</u></b>	<b><u>Reporting Areas</u></b>
n/a	n/a

<b><u>External Reports</u></b>	<b><u>Reporting Areas</u></b>
n/a	n/a

- *Direct reports indicate those staff members directly reporting to this position, and this position is responsible for performance appraisals of.*
- *Functional Reports indicate staff reporting or interacting with this position and who are accountable to it for the specific function.*
- *External Reports indicate subcontracted parties reporting to this position, and providing at least 50% of their time to IUCN.*

**6. COMPLIANCE WITH THE DELEGATION OF AUTHORITY**

The Development Officer, Strategic Partnerships position 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.

**7. BACKGROUND:**

IUCN is the largest professional global conservation network dealing with environment and sustainable development with more than 1,300 member organizations including 200+ government and 900+ non-government organizations and almost 13,000 voluntary scientists and experts, grouped in six 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, the Director, Global Strategic Partnerships. The JPO will receive supervision and mentorship including on strategic issues such as developing strategic engagement with IUCN institutional partners, developing work packages for donors and donor relations and mentorship on professional development.

*IUCN's Strategic Partnerships Unit is responsible for identifying and managing strategic partnerships and engagements with key multilateral and bilateral donors, foundations, highnet worth individuals, and IUCN's Patrons of Nature. The Global Strategic Partnership Unit coordinates IUCN's overall resource mobilisation efforts.*

The JPO will be part of the IUCN annual performance appraisal system, designed to ensure that employees understand their outcomes for the

appraisal year based on their approved Work Plan, assess their own performance against that plan, are fairly evaluated for their performance during the appraisal year, and are given opportunities for career development. At the beginning of the year, the JPO will develop an annual Work Plan with which will be evaluated at the beginning of next year. Quarterly, the JPO and the supervisor will have face-to-face meetings to discuss progress of the work plan and plan for next quarter. Based on quarterly discussions and year-end appraisal, the JPO will be evaluated and scored.

## **8. MAJOR RESPONSIBILITIES:**

As a member of the Global Strategic Partnerships team, the Junior Professional Officer will support IUCN's engagement with bilateral and multilateral institutions through identifying and supporting the strengthening of ongoing engagements as well as identifying new partnerships to support IUCN's Programme of work. This will include working with global thematic programmes as well as with IUCN's regional and country offices.

## **9. SPECIFIC DUTIES:**

- Assist with the design of engagement strategies with key OECD donors, including Japan, multilateral institutions and other non-governmental organisations (NGOs) to support the delivery of IUCN's Programme;
- Carry out research on funding priorities and trends of OECD DAC donors and other bilateral donors as well as multilateral institutions and NGOs;
- Organise and coordinate IUCN Senior Management visits to key partners, including Japan;
- Develop briefs for high level engagement meetings;
- Oversee and support the management of the bilateral and multilateral donor information in the CRM, IUCN Annual Report and the IUCN website;
- Prepare regular information packages to IUCN's donors;
- Supporting the organisation of donors' and partners' meetings and other events;
- Any other tasks as requested.

*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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## **10. POSITION REQUIREMENTS**

- An advanced degree in international relations, business administration, marketing or a closely related field with experience in the environment and development field and/or natural resource management.
- 2-3 years of professional experience in the related fields;
- Written and spoken proficiency in English;
- Personal integrity, initiative, adaptability, and sound judgement;
- Ability to work under pressure;
- Good knowledge of Word, Excel and database interface.
- 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.



## Job Description

1. **POSITION TITLE:** Junior Professional Officer
2. **FUNCTIONAL GROUP:** P1
3. **LOCATION:** IUCN Headquarters, Gland, Switzerland
4. **DURATION:** 12 months (renewable)
5. **REPORTING RESPONSIBILITIES:**

Under the overall guidance of the World Heritage Programme Director, 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>
World Heritage Conservation Officer	All matters in the job description.
<b><u>Co-Direct Reporting Line</u></b>	<b><u>Reporting Areas</u></b>
The post will be working with several members of the World Heritage Programme.	Relevant delegated project or programme activities.
<b><u>Functional Reporting Line</u></b>	<b><u>Reporting Areas</u></b>

- 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.

<b>Reported by:</b>	
<b><u>Direct Reports</u></b>	<b><u>Reporting Areas</u></b>
None	

<b><u>Functional Reports</u></b>	<b><u>Reporting Areas</u></b>
None	
<b><u>External Reports</u></b>	<b><u>Reporting Areas</u></b>
Project consultants	World Heritage reports and missions

- *Direct reports indicate those staff members directly reporting to this position, and this position is responsible for performance appraisals of.*
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- *External Reports indicate subcontracted parties reporting to this position, and providing at least 50% of their time to IUCN.*

## **6. COMPLIANCE WITH THE DELEGATION OF AUTHORITY**

The Junior Professional Officer position 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.

## **7. BACKGROUND:**

This JPO position offers an exceptional opportunity to play a key role in the work of an international organisation, in a programme which is particularly involved in handling relations with most of the States in the UN system. IUCN is the world's oldest and largest environmental organisation, uniquely composed of government and civil society members. It was one of the two organisations that drafted the 1972 World Heritage Convention.

UNESCO's World Heritage Convention is one of the most prestigious international agreements which aims to protect the world's remaining natural and cultural places of outstanding universal value (OUV). The World Heritage List comprises those sites which both meet the rigorous criteria for OUV and that in principle should have the highest standards of care and management. Natural World Heritage sites are often considered as nature's "crown jewels" and include sites such as the Galapagos Islands, the Serengeti, and the Great Barrier Reef.

IUCN has a key role in the World Heritage Convention as the Advisory Body for natural and mixed sites. This role mainly involves four functions: (1) evaluating new natural and mixed properties which are proposed for inscription on the World Heritage List; (2) monitoring the state of conservation of existing natural and mixed World Heritage properties; (3) promoting a range of training and capacity building initiatives; and (4) providing guidance on the strategic implementation of the Convention. In undertaking this role IUCN draws on its expertise within the IUCN Global Protected Areas Programme, and the World Commission on Protected Areas (WCPA) and from other programmes and Commissions as appropriate.

World Heritage is one of the "flagship" products of IUCN and is an integral part of the work of IUCN's Biodiversity Conservation Group. It is seen as making a central contribution to the achievement of the current Core Programme Area of IUCN on "Conserving Biodiversity". It also has potential to contribute to other Thematic Programme Areas, and is a key communication tool for IUCN's work. There is considerable potential for expanding the role of the World Heritage Convention to ensure that natural world heritage sites are used effectively to promote conservation and development efforts worldwide. This Junior Professional opportunity is particularly strengthened in 2020 as the year during which IUCN will host its World Conservation Congress and in which the UN Post 2020 Global Biodiversity Framework will be agreed upon. In 2020 IUCN will also be updating its flagship assessment on the conservation outlook for natural World Heritage sites. The position will therefore have the opportunity to help World Heritage make a substantial contribution to these efforts in the very special policy year of 2020.

The World Heritage Programme comprises a small team of staff based at IUCN Headquarters and in Cambridge, and also supports the work of focal points based in IUCN regional offices. The Junior Professional will be part of the IUCN HQ team which performs the above role in close cooperation with UNESCO's World Heritage Centre, IUCN Commissions and members, the other two Advisory Bodies to the Convention, and other networks and partners. The position will offer significant international conservation experience, as an integral part of IUCN's support to the World Heritage Convention. There is some flexibility to adapt aspects of the terms of reference to the particular interests and priorities of the

appointed person, which will be discussed with the successful candidate for the position.

Mentoring will be provided for this position by the Director of the IUCN World Heritage Programme, and the line manager. This will involve both the definition of tasks and training opportunities, and regular individual meetings to review progress (at least quarterly). The postholder will be included in the IUCN delegation to the UNESCO World Heritage Committee, and will also interact with the UNESCO World Heritage Centre and the other Advisory Bodies to the World Heritage Convention (ICCROM and ICOMOS) in the course of their duties.

## **8. SPECIFIC DUTIES:**

### **Assistance to the evaluation of new World Heritage nominations and the monitoring processes for existing World Heritage sites**

- Contribute to the evaluation process for new nominations to the World Heritage List, which entails communication with States Parties and experts and analysis of nomination dossiers;
- Contribute to the organization of monitoring field missions which entails communication with the State Party and the field experts;
- Contribute to research on / analysis of the state of conservation of natural and mixed World Heritage sites, making early and regular contact with experts to request information on the state of conservation of World Heritage sites, and then verifying this information through IUCN networks;
- Assist with the timely production of corresponding high-quality IUCN products, including IUCN's system to assess the Conservation Outlook of natural World Heritage Sites;
- In addition to these processes, IUCN also carries out various thematic projects which might be of interest for the applicant and work on these projects can be included in the applicant's tasks according to their interest. In the past such thematic projects included work on interlinkages between nature and culture in World Heritage context, benefits and ecosystem services provided by natural sites and climate change.

### **World Heritage communication and outreach**

- Contribute to content for communication materials (e.g. web stories, interviews, fact sheets, social media posts, online presentations etc.) on World



Heritage in cooperation with communications staff, including writing newsletter articles and updating the IUCN website on World Heritage; Propose ideas to increase outreach within target audiences.

- Assist as required in implementing communication campaigns to the IUCN network, including the IUCN-WCPA World Heritage Specialist Group, IUCN Members and IUCN Regional Offices.

### **Other duties**

- Tasks related to the implementation of the annual World Heritage contracts and overall work of the World Heritage unit, as discussed and agreed with the line manager. These duties will be defined according to the background, interests and career plans of the successful applicant, and supported with appropriate training and development opportunities.
- Perform other duties as may be assigned from time to time.

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## **9. POSITION REQUIREMENTS**

- A Master's degree in environmental management and/or natural resources conservation and management.
- Subjects and preferably thesis work demonstrating a familiarity with broader trends in environmental discussion. Understanding of biodiversity conservation, natural or cultural resource management and in particular protected area management. Exposure to international dimension and fieldwork desired.
- Excellent written and spoken English is essential for this position. A high standard of written and spoken French and/or Spanish is a strong advantage, but

not essential. English and French are the working languages of the World Heritage Convention and the majority of business is carried out through English.

- Mature personality, ability to grasp the interface of technical work and a diplomatic environment.
- A strong understanding of the responsibilities of dealing with confidential information.
- Strong analytical skills and communication skills.
- A demonstrable commitment to using the opportunity of the position as a platform for professional development.
- A strong aptitude and ability to communicate both informally (interpersonal skills and networking) and formally (presentations).
- Ability to work independently and deliver quality products within agreed tight deadlines.



## Job Description

1. **POSITION TITLE:** Programme Officer – Red List of Ecosystems (RLE)
2. **FUNCTIONAL GROUP:** P1
3. **LOCATION:** Gland, Switzerland
4. **DURATION:** 12 months (renewable)
5. **REPORTING RESPONSIBILITIES:**

Under the overall guidance of the Director, Global Ecosystem Management Programme, 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>
Radhika Murti Director, Global Ecosystem Management Programme	All day to day tasks
<b><u>Co-Direct Reporting Line</u></b>	<b><u>Reporting Areas</u></b>
NA	NA
<b><u>Functional Reporting Line</u></b>	<b><u>Reporting Areas</u></b>
James Dalton, Director Global Water Programme Minna Epps, Director Global Marine and Polar Programme	Supporting the development and resource mobilisation of freshwater and marine ecosystems related assessments

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- *Direct reports indicate those staff members directly reporting to this position, and this position is responsible for performance appraisals of.*
- *Functional Reports indicate staff reporting or interacting with this position and who are accountable to it for the specific function.*
- *External Reports indicate subcontracted parties reporting to this position, and providing at least 50% of their time to IUCN.*

## **6. COMPLIANCE WITH THE DELEGATION OF AUTHORITY**

Programme Officer – Red List of Ecosystems (RLE) position 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.

## **7. BACKGROUND:**

Since 2008, IUCN has been leading the development, implementation and monitoring of a global standard for the assessment of ecosystem status, applicable at local, regional and global levels. The IUCN Red List of Ecosystems categories and criteria use information on losses in area and degradation of the key processes and components of ecosystems, to determine an ecosystem's threat status – its probability of collapse. A standardized protocol allows for objective, transparent and repeatable assessments of ecosystem risk, and losses of ecosystem functions and services, comparable between regions and over time.

The Red List of Ecosystems complements the IUCN Red List of Threatened Species and other IUCN knowledge products. When used together, ecosystem and species red lists will provide the most informative indicator of the status of biological and abiotic diversity at national, regional and global levels. The Red List of Ecosystems will provide indicators used to assess ecosystem health and support arguments for non-degraded ecosystems as a core component of human well-being, land use management, governance and macroeconomic planning.

There has been rapid uptake of the Red List of Ecosystems (RLE) worldwide, however most assessments are based on terrestrial ecosystems so far. Aligned to the new global typology for ecosystems that IUCN will be launching in June 2020, the Nature based Solutions Group is focusing on developing and completing RLE assessments for the freshwater and marine realms, across the world. This may include systematic national assessments or strategic sub-national assessments. Additionally, the ambition is to collate data from the various assessments to develop global level risk rating for each ecosystem type.

## **8. MAJOR RESPONSIBILITIES:**

The Programme Officer RLE will be required to support the NbS Group in resource mobilisation and growth of the RLE project portfolio, especially focusing on freshwater and marine ecosystems. Working closely with the relevant Directors, this position will provide robust technical inputs for development of the new RLE initiatives and projects. To work effectively on the tasks above, the Programme Officer is expected to build his/her knowledge and skills on RLE, in order to provide substantive technical support to the RLE global database and the global ecosystem typology (both currently under development), as well as to design and implementation of RLE assessments, worldwide.

Additionally, the Programme Officer will ensure the day to day coordination of the RLE programme being carried out through collaborations and partnerships. This includes internally coordinating with IUCN Programmes, Offices and Commissions as well as with external partners and members. The position will also be responsible for implementing the decisions of the RLE Steering Committee and supporting the establishment of a global RLE partnership.

#### **9. SPECIFIC DUTIES:**

- Coordinate activities and information amongst partners within the RLE Team, in order to facilitate joint delivery of RLE assessments;
- Support the growth and development of IUCN's RLE programme through activities such as resource mobilisation, providing technical input into development and implementation of new RLE projects, and supporting RLE assessments, with a special focus on marine and freshwater ecosystem types;
- Provide technical support to institutional processes for aligning RLE with other IUCN knowledge products such as Key Biodiversity Areas (KBA), and the Red List of Threatened Species;
- Contribute to and, where appropriate, lead scientific and technical RLE products, including joint commission-secretariat products – IUCN publications, journal papers, scientific chapters, RLE reports from assessments;
- Coordinate the rollout of the global ecosystem typology and its governance, and facilitate its correct application across IUCN membership

and other users, develop communications to widely disseminate the product and supporting information.

## **10. POSITION REQUIREMENTS**

- Master's Degree or equivalent in Ecology, Geography, Environment Management or a relevant field;
- At least 2-3 years' work experience at a professional level, with quantitative technical skills related to ecosystem assessment and monitoring, ecological classification, and spatial analysis; 5 years of experience or more will be an advantage.
- Familiarity with the concepts underpinning the Red List of Ecosystems, including ecosystem dynamics, risk assessments, and ecology. Experience in conducting a Red List assessment or mapping of ecosystem components such as vegetation, soils, climate would be highly advantageous;
- At least 2 years of experience in developing funding proposals and project management is preferred;
- Previous experiences of coordinating partnerships across a wide range of stakeholders is highly desirable;
- Demonstrated experience in database management, or mapping applications such as ArcGIS is a plus. Proficiency in the R statistical software would be advantageous;
- Fluency in English and demonstrated ability for report writing and ability to communicate complicated technical issues to a wide range of audiences and cultures;
- Availability for travel up to 30% of time.



## Job Description

1. **POSITION TITLE:** Communications/Membership Junior Professional
2. **FUNCTIONAL GROUP:** P1
3. **LOCATION:** Headquarters, Gland, Switzerland
4. **DURATION:** 12 months
5. **REPORTING RESPONSIBILITIES:**

Under the overall guidance of the Communications Manager, Union Development Group, 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>
Communications Manager, Union Development Group	<Reporting Area>

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### 6. COMPLIANCE WITH THE DELEGATION OF AUTHORITY

The Communications/Membership Junior Professional position 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.

### 7. BACKGROUND:

The Union Development Group (UDG) comprises support for Congress, membership, governance and IUCN Commissions, and in collaboration with the IUCN Regional Offices, is responsible for global coordination and administration of IUCN's more than 1,400 Members and more than 60 National and Regional Committee (Committees), working in close consultation with the Director General, Managing Director and regional and global thematic Directors.

The Membership Unit functions as the coordinating centre for the global Secretariat, interacting with the network of Regional Membership Focal Points (MFPs), on a daily basis, to provide guidance and assistance on membership administration/management issues. The Membership Unit works to ensure the optimum collaboration of the Members with the Committees, the Union's network of expert volunteers (Commissions), IUCN Councillors and the Secretariat. The Membership Unit works closely with MFPs to recruit new Members, take a proactive role in engaging Members in IUCN's work, keeping them interested and providing them with regular communications on IUCN matters. Finally, the Membership Unit provides support to the Governance and Constituency Committee of the IUCN Council (GCC), which is responsible for IUCN membership affairs.

The Communications/Membership Junior Professional works under the guidance of the Communications Manager, UDG and provides communications support to the Communications Manager and the membership Unit.

The primary purpose of the position is to support the Membership Communications Manager with Member communications, newsletters, webpages, and other tasks, including providing support to the Membership coordinator. The incumbent is expected to build a strong service-oriented relationship with Membership focal Points and Communication coordinators within the Secretariat. This requires a thorough understanding of IUCN, its Members, and their activities.

The JPO will be part of the IUCN annual performance appraisal system, designed to ensure that employees understand their outcomes for the appraisal year based on their approved Work Plan, assess their own performance against that plan, are fairly evaluated for their performance during the appraisal year, and are given opportunities for career development. At the beginning of the year, the JPO will develop an annual Work Plan with which will be evaluated at the beginning of next year. Quarterly, the JPO and the supervisor will have face-to-face meetings to discuss progress of the work plan and plan for next quarter. Based on quarterly discussions and year-end appraisal, the JPO will be evaluated and scored.

## **8. MAJOR RESPONSIBILITIES:**



- Under the overall supervision and mentoring of the Communications Manager, UDG, the Communications/Membership Junior Professional will have the following specific responsibilities:
- Member Communications support
- Prepare membership communications for distribution to IUCN Members and others as necessary (NB: refers only to distribution, not preparation of the newsletters, which is a task of the Communication Manager)
- Manage e-mail distribution lists
- Follow up on post-mailing reports, collecting data for analytics
- Support the Communications manager on specific communications projects for Members (eg. Brochures, information leaflets)
- Website Support
- Manage and update Member webpages, including the publication (not drafting) of news articles.
- Liaise, as needed, with the regional offices, Global Communications Unit and other Programme Units to ensure that Member webpages are maintained, and help to troubleshoot when problems arise.
- Ensure that harmonisation of the structure of Member webpages.
- Technical Support to Members
- Support the Communications manager with any issues and questions regarding use of the Union Portal, including training of IUCN Members as required.
- Support the Communications manager in keeping Members up to date on changes of relevant IUCN systems, policies and processes
- General Communications Support

- Support the Communications Manager and/or the Membership coordinator with the preparation of Council papers and other documentation as necessary.
- Other responsibilities
- As required, the Communications/Membership Junior Professional shall assume responsibility for other activities that the Communications Manager may assign from time to time.
- Perform other duties as may be assigned from time to time.

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## **9. POSITION REQUIREMENTS**

- An advanced degree in international relations, business administration, communications, marketing or a closely related field with experience in the environment and development field and/or natural resource management.
- Fluent in English (both written and spoken). Good knowledge of French and Spanish is a plus.
- At ease with any other Microsoft office tools. Knowledge of Customer Relationship Management (CRM) systems, adobe suite
- Excellent analysis skills and ability to make decisions.
- Excellent managing, interpersonal, motivating and organizing skills. Excellent customer-service and relationship management skills. Multi tasker; attention to detail.
- Good team player, reliable and pleasant personality

- Experience in similar organisation or position is a plus.



## Job Description

1. **POSITION TITLE:** National & Regional Committees Junior Professional – Union Development Group
2. **FUNCTIONAL GROUP:** P1
3. **LOCATION:** Headquarters, Gland, Switzerland
4. **DURATION:** 12 months
5. **REPORTING RESPONSIBILITIES:**

Under the overall guidance of the Global Director – Union Development Group, 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 Director Union Development Group	<Reporting Area>

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### 6. COMPLIANCE WITH THE DELEGATION OF AUTHORITY

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### 7. BACKGROUND:

The Union Development Group (UDG) comprises support for Congress, membership, governance and IUCN Commissions, and in collaboration with the IUCN Regional Offices, is responsible for global coordination and administration of IUCN's more than 1,400 Members and more than 60 National and Regional

Committee (Committees) working in close consultation with the Director General, Managing Director and regional and global thematic Directors.

The Membership Unit functions as the coordinating centre for the global Secretariat, interacting with the network of Regional Membership Focal Points (MFPs), on a daily basis, to provide guidance and assistance on membership administration/management issues. The Membership Unit works to ensure the optimum collaboration of the Members with the Committees, the Union's network of expert volunteers (Commissions), IUCN Councillors and the Secretariat. The Membership Unit works closely with MFPs to recruit new Members, take a proactive role in engaging Members in IUCN's work, keeping them interested and providing them with regular communications on IUCN matters. Finally, the Membership Unit provides support to the Governance and Constituency Committee of the IUCN Council (GCC), which is responsible for IUCN membership affairs.

The National & Regional Committees Junior Professional works under the guidance of the Global Director/Membership Coordinator, UDG. The National & Regional Committees Officer/Assistant works in close collaboration with the MFPs, the Information Systems CRM team (IS), the Office of the Legal Adviser, the UDG Communications Manager, but also with the Membership Assistant. The National & Regional Committees Officer/Assistant provides support to the Membership Unit, the Global Director, UDG and the UDG Communications Manager and the Global Group for National and Regional Committees.

The JPO will be part of the IUCN annual performance appraisal system, designed to ensure that employees understand their outcomes for the appraisal year based on their approved Work Plan, assess their own performance against that plan, are fairly evaluated for their performance during the appraisal year, and are given opportunities for career development. At the beginning of the year, the JPO will develop an annual Work Plan with which will be evaluated at the beginning of next year. Quarterly, the JPO and the supervisor will have face-to-face meetings to discuss progress of the work plan and plan for next quarter. Based on quarterly discussions and year-end appraisal, the JPO will be evaluated and scored.

## **8. MAJOR RESPONSIBILITIES:**

1. Global management for the Committees coordination

- Continue the work undertaken to date on the analysis of National Committees.
- Work with the Office of the Legal Adviser in the revision of the application documents for recognition of the Committees by ensuring that they include all IUCN Statutory requirements and latest Council decisions.
- Ensure that CRM contains all the latest information (recognition date, ID, Board members, etc). Follow-up with MFPs/IS as necessary.
- Conduct a survey amongst Members on the role of Committees (as necessary).
- Continue analysis of all Committee files (hard and soft copies), archive and clean the files, ensure that the documents on file are accurate and that none are missing and if not liaise with the relevant Committees/MFPs to ensure that they complete the latest or missing documents.
- Ensure the summary table of the main information for each Committee is kept up to date.
- Liaise with the Global Group for National and Regional Committees as necessary.
- Provide support to MFPs and Membership Unit as necessary.

## 2. Specific contribution to the Union Development Group

- Perform and participate in any other tasks or projects that may be assigned by the Global Director, UDG;
- Provide general support to the Governance Unit during biannual Council meetings.

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## **9. POSITION REQUIREMENTS**

- An advanced degree in international relations, business administration or a closely related field with experience in the environment and development field and/or natural resource management.
- Fluent in English (both written and spoken). Good knowledge of French and Spanish is a plus.
- At ease with any other Microsoft office tools. Knowledge of Customer Relationship Management (CRM) systems.
- Excellent analysis skills and ability to make decisions.
- Excellent managing, interpersonal, motivating and organizing skills. Excellent customer-service and relationship management skills. Multi tasker; attention to detail.
- Good team player, reliable and pleasant personality
- Experience in similar organisation or position is a plus.