

Job Description

1. **POSITION TITLE:** Capacity Building Officer (JPO)
2. **FUNCTIONAL GROUP:** P1
3. **LOCATION:** Gland, Switzerland
4. **DURATION:** 12 months (renewable)
5. **REPORTING RESPONSIBILITIES:**

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

Reporting to:	
<u>Direct Reporting Line</u>	<u>Reporting Areas</u>
Director Science and Policy	all
<u>Co-Direct Reporting Line</u>	<u>Reporting Areas</u>
<Position>	<Reporting Area>
<u>Functional Reporting Line</u>	<u>Reporting Areas</u>
<Position>	<Reporting Area>

- *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.*

6. BACKGROUND:

The Convention on Wetlands is an intergovernmental treaty that provides the framework for national action and international cooperation for the conservation and sustainable use of wetland biodiversity and services. It is the first of the

modern global multilateral environmental agreements and remains the only one devoted to a specific critical ecosystem.

The Convention on Wetlands Secretariat has its headquarters in Gland, Switzerland where the International Union for Conservation of Nature (IUCN), provides some administrative services to the Convention's Contracting Parties for the operations and implementation of the Convention.

Parties to the Convention have requested that the Secretariat help build capacity at the country level to enable more effective implementation of the Convention. A number of resolutions provide guidance as to the capacities that need to be strengthened. Some critical areas include; site management, measuring and monitoring wetland extent, assessment of ecological character, resource mobilization and gender.

This position would actively engage with senior members of the Convention on Wetlands Secretariat in developing and implementing the capacity building plan. The selected candidate will have the opportunity to learn and be mentored by technical experts and senior managers responsible for policy, resource mobilization and communications.

7. MAJOR RESPONSIBILITIES:

- Support implementation of the Capacity Building Plan
- In cooperation with Senior Advisors and the Director of Science and Policy develop capacity building content.
- Identify and utilize appropriate platforms and methodologies for delivering capacity building content to Parties.
- Use tools and methodologies to monitor capacity building effectiveness
- Compile reports on capacity building activities and outcomes as requested

8. SPECIFIC DUTIES:

- Review the Capacity Development Plan annually to determine that all resolutions and decisions that request capacity building assistance from the Secretariat are incorporated into the plan
- Provide quarterly reports to the Senior Management Team on implementation of the Capacity Building Plan
- Assist in developing training and capacity building modules in collaboration with identified experts on assigned topics. Possible topics

- include site management, measuring and monitoring wetland extent, assessment of ecological character, resource mobilization and gender
- Identify and recommend new technologies and platforms for delivering training and facilitating remote learning
 - Establish baselines for key capacities and measure and evaluate the effect of capacity building efforts on enabling Parties to better implement the Conventions
 - In cooperation with HR determine capacity building needs with Secretariat staff and determine how these needs can be met with available resources
 - Perform other duties as may be assigned from time to time.

Please Note:

The above job description contains the main duties and responsibilities for this position. However, in a small secretariat such as that of the Convention on Wetlands, 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 job description. Where any task becomes a regular part of an employee's responsibilities, the job description will be changed in consultation with the employee and the IUCN Human Resources Management Group.

POSITION REQUIREMENTS

Education

Graduate degree in a following area;

- Economics
- Natural science engineering
- GIS
- Environmental science and policy, and
- Water science

Skills Required

- analytical and quantitative skills
- writing skills and experience
- ability to read, write, and communicate in English

Experience

- Required: Practical experience (2+years) in an environmental organization with a preference for experience in the water or climate sector.

Language skills

- Required: high proficiency in English
- Beneficial: command in other Convention languages French and/or Spanish



CONVENTION ON WETLANDS
(Ramsar, Iran, 1971)

Job Description

- 1. POSITION TITLE:** Climate Change Officer (JPO)
- 2. FUNCTIONAL GROUP:** P1
- 3. LOCATION:** Gland, Switzerland
- 4. DURATION:** 12 months (renewable)
- 5. REPORTING RESPONSIBILITIES:**

Under the overall guidance of the Senior Advisor, the reporting responsibilities of this position are as follows:

Reporting to:	
<u>Direct Reporting Line</u>	<u>Reporting Areas</u>
Senior Advisor in charge of climate change	All
<u>Co-Direct Reporting Line</u>	<u>Reporting Areas</u>
<Position>	<Reporting Area>
<u>Functional Reporting Line</u>	<u>Reporting Areas</u>
<Position>	<Reporting Area>

- *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.*

6. BACKGROUND:

The Convention on Wetlands is an intergovernmental treaty that provides the framework for national action and international cooperation for the conservation and sustainable use of wetland biodiversity and services. It is the first of the

modern global multilateral environmental agreements and remains the only one devoted to a specific critical ecosystem.

The Convention on Wetlands Secretariat has its headquarters in Gland, Switzerland where the International Union for Conservation of Nature (IUCN), provides some administrative services to the Convention's Contracting Parties for the operations and implementation of the Convention.

With the increased urgency to take actions to address climate change, wetlands are considered as a critical nature-based solution for mitigation and adaptation. Wetlands are the planet's most effective carbon sink and make communities resilient as they provide a buffer against sea level rise and storm surges, and reduce impacts of natural disasters, including floods, drought, and cyclones. Furthermore, wetlands significantly contribute to human adaptation to the impacts of climate change, considering wetlands are the primary sources of water for human consumption, energy and agriculture in all its forms.

Recognizing the large potential of wetlands to mitigate and adapt to climate change the Conference of the Parties to the Convention has taken a number of resolutions on this issues, such as Resolutions X.24 as well as XIII.13 and XIII.14 adopted at COP13. The linkage between climate change and wetlands thus needs to be further strengthened.

This position would actively contribute to the work of the Secretariat of the Convention on Wetlands by identifying and analysing relevant information and developments on climate change at the international and national levels. This position will also contribute to providing technical advice and building capacities of Contracting Parties in this important area. The selected candidate will have the opportunity to learn and be mentored by technical experts and senior managers responsible for policy, resource mobilization and communications.

7. MAJOR RESPONSIBILITIES:

- Identify and gather relevant information on climate change issues, specifically policies, strategies, and actions at the international and national levels through desktop research and through attending meetings.
- Analyse and provide relevant information to support the Secretariat's work on wetlands and climate change, including advising Contracting Parties, engaging in policy processes, enhancing visibility of wetlands

and building partnerships to achieve conservation of wetlands and mitigation and adaptation to climate change.

- Contribute to building the capacity of Contracting Parties to strengthen the linkage between climate change and conservation of wetlands.
- Compile reports on climate change and conservation of wetlands as requested.

8. SPECIFIC DUTIES:

- Conduct research and provide analysis on climate change issues related to wetlands, such as carbon sequestration in wetlands, including mangroves, peatlands, and seagrass.
- Provide technical inputs to relevant Secretariat staff climate change and wetlands.
- Contribute to capacity building work to support Contracting Parties in linking wetlands conservation and climate change, including the development of materials and tools.
- Contribute to raising the visibility of wetlands and the profile of the Ramsar Convention in the achievement of international and national goals related to the 2030 Sustainable Development Agenda and the Paris Agreement.
- Perform other duties as may be assigned from time to time.

Please Note:

The above job description highlights the main duties and responsibilities for this position. However, in a small Secretariat such as that of the Ramsar Convention on Wetlands, 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 job description. Where any task becomes a regular part of an employee's responsibilities, the job description will be changed in consultation with the employee and the IUCN Human Resources Management Group.

REQUIREMENTS

Education

Graduate degree in one of the following area/field;

- Natural Resources / Environmental Management,

- Environmental Science and Policy,
- Environmental law, and
- International relations with focus on environmental issues.

Skills Required

- analytical and quantitative skills
- writing skills and experience
- ability to read, write, and communicate efficiently in English

Experience

- Required: Practical experience (2+years) in the field of climate change at a governmental agency, research institute, or an environmental organization.

Language skills

- Required: high proficiency in English
- Beneficial: command in other Convention languages French and/or Spanish



CONVENTION ON WETLANDS
(Ramsar, Iran, 1971)

Job Description

- 1. POSITION TITLE:** Data Analysis Officer
- 2. FUNCTIONAL GROUP:** P1
- 3. LOCATION:** Gland, Switzerland
- 4. DURATION:** 12 months (renewable)
- 5. REPORTING RESPONSIBILITIES:**

Under the overall guidance of the Senior Advisor, the reporting responsibilities of this position are as follows:

Reporting to:	
<u>Direct Reporting Line</u>	<u>Reporting Areas</u>
Senior Advisor in charge of national reports and SDGs Goal 6 (Indicator 6.6.1)	all
<u>Co-Direct Reporting Line</u>	<u>Reporting Areas</u>
No co-direct reporting line	
<u>Functional Reporting Line</u>	<u>Reporting Areas</u>

- *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.*

Reported by:	
<u>Direct Reports</u>	<u>Reporting Areas</u>
<Position>	<Reporting Area>
<u>Functional Reports</u>	<u>Reporting Areas</u>

<Position>	<Reporting Area>
<u>External Reports</u>	<u>Reporting Areas</u>
<Position>	<Reporting Area>

- *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. BACKGROUND:

The Convention on Wetlands is an intergovernmental treaty that provides the framework for national action and international cooperation for the conservation and sustainable use of wetland biodiversity and services. It is the first of the modern global multilateral environmental agreements and remains the only one devoted to a specific critical ecosystem.

The Convention on Wetlands Secretariat has its headquarters in Gland, Switzerland where the International Union for Conservation of Nature (IUCN), provides some administrative services to the Convention's Contracting Parties for the operations and implementation of the Convention.

The Secretariat has actively engaged in discussions regarding achievement of the Sustainable Development Goals (SDGs), including with regard to SDG Indicator 6.6.1 (on change in extent of water-related ecosystems), as requested in Decision SC53-17 of the Standing Committee.

The Inter-Agency Expert Group on Sustainable Development Goal Indicators (IAEG-SDGs) decided in November 2017 to make the Ramsar Convention a co-custodian for this indicator, together with the United Nations Environment Programme (UNEP). It further decided to approve two parallel reporting lines to the global SDG database hosted by the UN Statistics Division. The Ramsar Convention on Wetlands will contribute data from National Reports based on Ramsar definitions and requirements; UNEP will be responsible for the internationally comparable methodology with national data, regional and global aggregations for Indicator 6.6.1.

In order to support Contracting Parties in the preparation of National Reports and to progress reporting on "wetland extent" as a contribution to SDG Indicator 6.6.1,

the Secretariat developed guidelines on information to be provided in Target 8 “National Wetlands Inventory” and in particular on “wetland extent”.

In line with the above, the Secretariat requires a position that support the revision of information from National Reports that contributes to SDGS 6 (Indicator 6.61), 14 and 15 as well as to the Aichi Biodiversity Targets. This position will also support Contracting Parties in their commitment under the Convention to carry out national inventories of their wetlands. This provides the basis for reporting on wetlands extent and, importantly, to take the needed actions to reverse the loss of this important ecosystem.

The person in this position will work directly with the advisor in charge of national reports and SDGs. This position would actively engage with senior members of the Convention on Wetlands Secretariat and will have the opportunity to learn and be mentored by technical experts and senior managers responsible for policy, resource mobilization and communications.

7. MAJOR RESPONSIBILITIES:

The major responsibilities of the position are:

- Contributing to the development of Ramsar report on SDGs, Goal 6 (Indicator 6.61), SDG 14 and SDG 15, Aichi Biodiversity Targets and the post 2020 biodiversity framework.
- Supporting the development of a Contracting Parties toolkit on wetlands inventories linked to indicator 6.61.
- Support workshops/trainings on wetland inventories for Contracting Parties

8. SPECIFIC DUTIES:

Specific duties include

- Review of National Reports indicators for COP13 related to Goal 6 (Indicator 6.6.1), Goals 14 and 15 and Aichi Biodiversity Targets
- Review the specific information submitted by Contracting Parties in 2019 for Indicator 6.6.1
- Review Ramsar guidelines of wetlands inventories as well as other relevant guidelines
- Support training and broader assistance provided to Contracting Parties to carry out their inventories and reporting
- Preparation of documents and reports

- Performing other related activities as necessary

Please Note:

The above job description contains the main duties and responsibilities for this position. However, in a small secretariat such as that of the Ramsar Convention on Wetlands, 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 job description. Where any task becomes a regular part of an employee's responsibilities, the job description will be changed in consultation with the employee and the IUCN Human Resources Management Group.

POSITION REQUIREMENTS

Education

Graduate degree (masters) focused on

- Environmental science and policy
- Natural science/resources engineering
- Experience in earth observation, ecosystem inventories and geographic information systems would be a plus.

Skills

Required:

- analytical skills
- writing skills
- ability to read, write, and communicate in English

Desired: ability to work with software for

- statistical analysis (e.g. Stata)
- Excel
- ArcGIS

Experience

- Required: Minimum experience of 3+years in similar positions

Language skills

- Required: high proficiency in English
- Beneficial: command in other languages, especially French and/or Spanish

Duty station

- Ramsar Secretariat headquarters in Gland, Switzerland
- Occasional travel may be required