

Vacancy Details



Scientific and Technical Support Officer

Status:	Open (<i>currently receiving applications</i>)
Vacancy #:	432
Unit:	Ramsar Convention Secretariat
Location:	Headquarters, Gland, Switzerland
Reporting to:	Deputy Secretary General
Work percentage:	100%
Function group:	P1
Expected start date:	01 January 2013
Type of contract:	Max-term (until 31 December 2015)
Closing date:	26 September 2012

BACKGROUND

The Ramsar Secretariat provides scientific, technical and policy advice to the Contracting Parties to the Ramsar Convention on Wetlands including supporting and facilitating the work of the Scientific and Technical Review Panel (STRP), the Convention's subsidiary body charged with preparing scientific and technical reports, reviews, advice and guidelines to support implementation of the Convention.

The role of the Scientific and Technical Support Officer is to enhance the Secretariat's capacity to provide technical support to the work of the STRP, and to provide advice on other scientific matters. This post is designed to provide this capacity and support over the period of the establishment of the new STRP and its development and implementation of its 2013-2015 work plan. Following its first full meeting (STRP17) in February 2013, the Panel will determine the type and pattern of support it needs during this cycle, and terms of reference for this support will be further reviewed in the light of the Panel's decisions.

The STRP's work is guided by its approved modus operandi (adjusted by Ramsar COP11 in Resolution XI.18) and its priority work themes for the 2013-2015 period (affirmed by Contracting Parties in COP11 Resolution XI.17 include: communication, education and public awareness (CEPA); inventory, assessment and ecological indicators; Ramsar site designation and management; wetlands and ecosystem services; and Ramsar, wetlands and other sectors: human health, climate change, water resource management, agriculture and poverty eradication. The Convention's upcoming review of the delivery, uptake and implementation of scientific and technical advice and guidance to the Convention (mandated by COP11 Resolution XI.16) is also relevant to the future work of the STRP and to this post.

The Ramsar Secretariat's working languages are English, French, and Spanish. The working language of the STRP is English.

SPECIFIC DUTIES AND RESPONSIBILITIES

The main focus of the work of the Scientific and Technical Support Officer will be to provide support to the STRP and the Secretariat in the implementation of the STRP's Work Plan.

In particular, the Scientific and Technical Support Officer will:

1. Provide day-to-day assistance to the Deputy Secretary General in supporting the implementation of the STRP work plan, including establishing and running contracts with expert consultants at the request of the STRP.
2. Work with, and provide advice to, STRP's expert Working Group leads and specific task leads in the further development and implementation of the STRP Work Plan.
3. Work with Secretariat regional teams and STRP members to develop enhanced interaction with, and inputs from, STRP National Focal Points and Ramsar Administrative Authority Focal Points to the work of the STRP and on other scientific and technical Convention issues.
4. Support the Deputy Secretary General in the preparations for, and running of, STRP meetings and workshops, both in Gland and elsewhere.
5. Review, as appropriate, draft materials prepared by the STRP, and ensure and manage appropriate external peer review of such materials.
6. Facilitate the preparation by STRP of Scientific and Technical Briefing Notes and Ramsar Technical Reports, and oversee their finalization.

7. Compile, edit and issue periodic STRP Newsletters.
8. Keep the STRP Portal and Support Service Web site maintained and updated.
9. Assist the Regional teams and other Secretariat staff on technical and scientific matters.
10. Represent the Ramsar Secretariat and STRP at relevant meetings.
11. Seek opportunities for increased synergy with IUCN and the Convention's other International Organization Partners in relation to the scientific and technical priorities of the Convention.
12. Undertake other duties, as required, with the agreement of the Secretary General and the Deputy Secretary General.

REQUIREMENTS

- The principal qualities required are enthusiasm and a commitment to environmental conservation and sustainable development issues, specifically issues related to wetlands and water management.
- Previous involvement with one or more Ramsar Convention processes and bodies at national level or international level (e.g. Ramsar Secretariat, Scientific and Technical Review Panel, Standing Committee, Conference of Contracting Parties) is a strong advantage.
- Fully fluent written and spoken English. A good knowledge of Spanish is a particular advantage; knowledge of French is an advantage.
- Experience of data and information management, including software applications. Experience in the development and maintenance of on-line databases and Web site technical software applications is an advantage.
- Experience and ability in networking within multi-cultural environments, with a wide range of scientific and technical experts and with in-country wetland conservation and wise use practitioners.
- A University degree (preferably a post-graduate degree) in a subject relevant to environmental management, wetland conservation and/or sustainable use.
- A minimum of 4 years' professional experience in wetland-related research and/or conservation implementation and/or policy, at least one of which should be at the international level.
- Inter-personal skills, including the ability and willingness to work as a team member within the Ramsar Secretariat.

SALARY

The gross annual salary for this position is in the range from CHF 80'640 to CHF 100'800, subject to deductions for social security contributions and second-pillar pension, and before tax.

APPLICATIONS

Applicants are requested to apply online through the HR Management System, by opening the vacancy announcement and pressing the "Apply" button at:

<https://hrms.iucn.org/iresy/index.cfm?event=vac.show&vacId=432>

Applicants will be asked to create an account and submit their profile information. Applications will not be accepted after the closing date. The vacancy closes at midnight, Swiss time (GMT+1 / GMT+2 during Daylight Saving Time, DST).

Other job opportunities are published in the IUCN website: <http://www.iucn.org/involved/jobs/>

IUCN, the International Union for Conservation of Nature, was founded in 1948 and brings together over 1,100 members (States, government agencies, NGOs and affiliates) and some 11,000 scientists and experts from 181 countries in a unique worldwide partnership. Its mission is to influence, encourage and assist societies throughout the world to conserve the integrity and diversity of nature and to ensure that any use of natural resources is equitable and ecologically sustainable. Within the framework of global conventions IUCN has helped over 75 countries to prepare and implement national conservation and biodiversity strategies. IUCN has approximately 1,100 staff, most of whom are located in its regional and country offices while some 150 work at its Headquarters in Gland, Switzerland. IUCN is an equal opportunity employer and welcomes applications from qualified women and men.