

RECRUITMENT CALL
for
Programme Management Officer
(Technical Support Unit on Scenarios and Models)

The Intergovernmental Science-Policy Platform for Biodiversity and Ecosystem Services (IPBES) is an intergovernmental body established in 2012 with the objective to strengthen the interface between science and policy related to biodiversity and ecosystem services. The four functions, scientific assessment, capacity building, knowledge generation and policy support, are the pillars of IPBES' effort to ascertain the status of global biodiversity and ecosystem services, the drivers of change, and the impacts on human well-being.

The Institute for Global Environmental Strategies (IGES) has been entrusted by the Government of Japan to host the technical support unit (TSU) on scenarios and models. As an extension to IPBES secretariat based in Bonn, Germany, the TSU will be providing technical support for the work of the task force on scenarios and models over a period of three years from 2024 to 2027.

I. Position now Open

Technical Support Unit on Scenarios and Models

Programme Management Officer : 1

Duties and responsibilities

We are looking for a highly motivated individual to:

- Support the task force members in following activities.
 - Activities to provide support for scenarios and models for IPBES assessments:
 - (a) Peer review by the task force of drafts of the nexus and transformative change assessments (fourth quarter of 2023) and drafts of the business and biodiversity assessment (third quarter of 2024);
 - (b) Mobilizing experts in scenarios and models and other futures studies beyond the task force to encourage them to contribute to upcoming assessments (e.g., by disseminating calls for nominations, as well as notifications on the external review of IPBES assessments);

- (c) Providing advice and input on scenarios and models to IPBES assessment author groups, including the engagement of task force members as contributing authors, or through the provision of materials and the organization of webinars, upon request (first quarter of 2024 onwards);
 - (d) Engaging with scenarios and models experts of other intergovernmental processes to foster coherence and an exchange of ideas among assessment processes;
 - (e) Organizing an in-person workshop to contribute to the reflection on scenarios and models that better account for different knowledge systems, including Indigenous and local knowledge systems, and Mother Earth-centric scenarios and models, as included in the Nature Futures Framework, between the tenth and twelfth sessions of the Plenary, and presenting a report, including additional methodological guidance at the twelfth session.
- Activities to promote dialogue between IPBES and the communities of practice on scenarios and models, including both nature-centred and Mother Earth-centred scenarios and models, and to catalyse the further development of scenarios and models for future IPBES assessments:
 - (a) Mobilizing existing communities on scenarios and models and other futures studies to facilitate the development of scenarios and models relevant to the work of IPBES and thereby also support the work of biodiversity-related multilateral environmental agreements, including through a call for relevant organizations to conduct workshops to catalyse further work (third quarter of 2023);
 - (b) Providing guidance and information on the work of IPBES with regard to scenarios and models, including on the use, opportunities and limits of the Nature Futures Framework, at workshops organized by existing communities on scenarios and models and other futures studies;
 - (c) Catalysing the production of scenarios and models in various places and at various scales by encouraging the global communities of practice to work at the regional scale;
 - (d) Preparing a compilation of gaps and needs regarding nature-centred scenarios and models set out in completed IPBES assessments and using it to communicate to the scientific

community IPBES needs with respect to the adjustment of existing scenarios and models and the development of new scenarios and models, including those based on the different knowledge systems and world views, including through a dedicated space on the IPBES website (third quarter of 2024);

- (e) Collecting examples⁸ of the development of scenarios using the Nature Futures Framework in various places and at various scales for different thematic contexts, including those developed based on different knowledge systems and world views, through a call for submission of examples, and identifying remaining gaps and compiling related information, including comments and critiques contributing to further development and refining of methodologies;
 - (f) Engaging with various stakeholders, including those with backgrounds in modelling, social sciences and the humanities and in Indigenous and local knowledge, as well as policymakers and private-sector actors, through participation in relevant international meetings and conferences, including planned Indigenous and local knowledge dialogues where relevant, to disseminate, discuss and further develop IPBES work on scenarios and models.
- Activities to ensure effective implementation of the workplan include the development and monitoring of a set of relevant indicators for measuring effectiveness. The set of indicators developed will be presented to the Plenary, at its eleventh session, as part of the draft workplan for the intersessional period 2024–2025.
- Liaise with other TSUs and the IPBES secretariat to ensure that the activities above are implemented according to the IPBES work programme, in a coordinated fashion;
 - Plan and coordinate the meetings of the task force on scenarios and models;
 - Oversee the correct use and storage of reference material used by the task force members and ensure that all permissions and copyrights are respected in the case of using or adapting material such as figures;
 - Manage the list of experts, including information to inform the filling of gaps in expertise, in line with IPBES rules of procedure;
 - Produce narrative reports on progress of the work;
 - Any other tasks identified by the head of TSU

Required qualifications and skills

- A minimum of a Master's Degree or equivalent in the area of biodiversity conservation, natural resource management, sustainable development, international relations, communication or other related discipline.
- Knowledge on biodiversity conservation and/or natural resource management, and/or sustainable development.
- Knowledgeable on international policy and/or science-policy interfaces in relevant areas.
- A minimum of five years of relevant professional work experience.
- Working experience of coordination work at international organizations is an advantage.
- Excellent communication skills with proficiency in spoken and written English. Ability to communicate in Japanese is an advantage.
- Proven ability to prioritize and complete tasks within a limited time frame and to handle multiple concurrent activities.
- Proven ability to work in a multi-cultural team with sensitivity and respect for diversity.

II. Conditions

Employment Period	<ul style="list-style-type: none"> • Employment period will be the duration of the Project, which is currently expected to be up to 31 July 2027. <ul style="list-style-type: none"> ➤ The start date of work can be flexible (preferably by early April).
Probation Period	<ul style="list-style-type: none"> • A probationary period of six months is applicable for all staff members.
Place of Work	IGES Tokyo Sustainability Forum Shinbashi SY Bldg. 4F 1-14-2, Nishi-shinbashi, Minato-ku, Tokyo 105-0003, Japan
Hours of work Office Hours Holidays	<ul style="list-style-type: none"> • <i>Discretionary Work System</i> (see Annex 1). • Telework System (maximum 50%) • 9:30-18:00 (Lunch time: 12:00~13:00) • Saturdays and Sundays, the end and the beginning of the year (29, 30, 31 of December and 1, 2, 3 of January) and national holidays
Salary	<u>Annual Salary (Standard Salary)</u> 4.5 million yen - 6.0 million yen

	<ul style="list-style-type: none"> • Salary is determined based on the responsibilities and assignments in accordance with the IGES Regulations on Remuneration, taking into consideration the applicant's expertise, experience, responsibilities and achievements from his/her previous work. • The performance for the year is reflected to a bonus and/or other form.
Insurance Programme	<ul style="list-style-type: none"> • Insurance (health, employee pension, unemployment and workers' accident compensation) is partly covered by IGES.
Type of employment	<ul style="list-style-type: none"> • Full-time
Holidays	<ul style="list-style-type: none"> • Twenty (20) days paid leave is provided per fiscal year. • Special holidays including summer holidays as well as other leave, such as sick leave, are provided in accordance with internal rules.
Allowances	<ul style="list-style-type: none"> • Allowances are provided such as <i>commuting allowance, housing (rent) allowance, retirement allowance, etc.</i> • Transportation expenses for appointment relocation will be covered by IGES in accordance with IGES Regulations.
Teleworking	<ul style="list-style-type: none"> • The ratio of teleworking is up to 50%. (The place of the teleworking is basically at home.)
Others	<ul style="list-style-type: none"> • Health conditions: The applicant should be in good health, physically and mentally. • Measures to prevent passive smoking: No smoking indoors • Persons with disabilities: Please consult with us on an individual basis.

III. How to Apply

- Please fill in the IGES Application Form in English and submit it to the HR Section <recruit-iges8phase@iges.or.jp> together with the requisite documents as advised below. IGES will ONLY accept applications using the IGES Application Form. Please do NOT apply through any automatic job application systems.
<http://www.iges.or.jp/jp/employment/index.html>
- Application documents are not returnable.
- Short-listed candidates may be requested to submit additional documents.

1. Document to submit

- Application Form
- Self-introduction (please elaborate how you can contribute to this position; within two pages)
- Curriculum vitae
- Evidence of past experience relevant to this position

2. References

A reference letter from one supervisor of the applicant, either for their current or previous positions.

3. Application Submission Deadline: 10 March 2024 (Sun)

Please note that IGES will begin processing the applications in the order that they arrive, so early submission of your application is highly recommended. When a position is filled, IGES will close the recruitment of the position even during the recruitment process.

4. Process of screening

After screening the application materials, only short-listed applicants will be contacted for writing assignments and interviews (face-to-face or online).

Successful applicants will be selected and notified after the interviews.

IGES may contact referees when the applicant is shortlisted.

5. Inquiries

Human Resource Team(HR), Strategic Management Office at IGES Head Office

E-mail enquiries only: recruit-iges8phase@iges.or.jp

Annex 1

Discretionary Work System in Japan

The discretionary work system is a system introduced in Japan whereby working hours are calculated not by the actual hours worked but by the hours required to perform the job (“presumed working hours”). This system was introduced for selected types of specialists (including researchers) who are allowed to arrange their working hours at their discretion and in return their performance are to be evaluated by their delivered products or services. IGES introduced this system in 2003 for researcher positions.

At IGES, the presumed working hours are 7.5 hours per day excluding one hour for lunch. Under this system, staff are considered as fulfilling the 7.5 hours-worth of work as long as each staff completes his or her work and responsibilities in their designated work place under the guidance or instructions of supervisors regardless of working hours. The times for starting work and for leaving work, as well as for taking lunch breaks are based on those stipulated in the Regulations. However, the hours necessary to perform the work can be flexibly changed at the discretion of the respective Professional Staff member.

As part of their responsibilities, unless on a mission, staff will be regarded as absent from work if he or she does not come to the designated work place.