

JOB ADVERTISEMENT

IPBES Global Assessment Officer for Technical Support Unit

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Title: IPBES Global Assessment Officer for Technical Support Unit

Project: IPBES Deliverable 2C (Global assessment of biodiversity and ecosystem services)

Duty station: Bonn, Germany

Deadline: **14 March 2017 (midnight, Copenhagen time)**

Duration: 31 December 2017, with possibility for extension until mid-2019

Supervisor: Global Assessment Coordinator, Ms. Hien Ngo

Overall presentation

The individual will be responsible for providing technical support to experts producing the IPBES Global Assessment on Biodiversity and Ecosystem Services. He/she will work as part of the technical support unit for that assessment, located within the IPBES secretariat, in Bonn. He/she will work under the supervision of the head of this technical support unit.

The assignment will include a number of general tasks aimed at assisting experts in the delivery of the assessment report, as well as a set of tasks of a more technical nature, related to the delivery of literature, data and indicators to experts, which will be performed in close collaboration with the Task Force on Data and Knowledge and its technical support unit.

1-Duties and Responsibilities

Specific activities, tasks and responsibilities include the following:

- Assist experts in delivering their work by performing these tasks:
 - Organise teleconferences among experts (e.g. within and across chapters)
 - Compile and edit material for the assessment drafts
 - Provide experts with access to data upon request
 - Produce maps and other data based products upon request
 - Coordinate with the task force on data and knowledge to support the delivery of core indicators
 - Support the organization and repository of reference materials used in the assessment report and assist experts with access to these references
- Assist in preparing assessment meetings
 - Organize, prepare and facilitate all assessment-related meetings, including all author meetings. This task includes preparing documents and working on some logistical aspects
- Assist in preparation of other meetings presenting the global assessment:

- Prepare documents for IPBES MEP and Bureau meetings, and for IPBES Plenaries
- Work with the IPBES head of communication on outreach activities related to the global assessment (e.g. presentations, information for the IPBES website and other publications)
- Support all other IPBES meetings as a Secretariat staff member (e.g. task force meetings)
- Assist in production and launch of the assessment report:
 - Support the formatting and editing of the global assessment report;
 - Contribute to all informal internal and formal review processes by collating and distributing comments received and assisting experts in handling comments;
 - Work with graphic designer for the layout of the report
 - Work with the IPBES head of communication on outreach activities for the launch of the global assessment.

2-Major deadlines and outputs

The contractor will work as part of the technical support unit, to ensure that the following deadlines are met:

- Documents informing IPBES Plenaries prepared
- Support provided to IPBES Plenaries, including IPBES-7 (May 2019) where the global assessment will be considered by Governments
- First Order Draft report produced by May 2017
- First Order Draft review by experts organized and facilitated during May-June 2017
- Documents for two annual meetings of MEP and Bureau meeting prepared in a timely fashion (9th to 12th meetings)
- Second author meeting organized and prepared by August 2017

3-Qualifications and experience

a) Education

Advanced university degree (minimum Master's degree or equivalent) in biodiversity or environment related field.

b) Work Experience

- Minimum of 5 years of work experience in project management, environmental management, sustainable development and/or conducting environment related assessments or research.
- Technical expertise: Background in GIS, specifically the production of maps and basic spatial data analysis. Experience in ArcGIS or equivalent mapping software. Experience in the management of datasets and basic database skills a plus.
- Experience with the UN system, especially in the field of international environmental issues is an asset.
- Experience in the field of coordination of biodiversity-related assessments is an asset.