



## Junior Professional – Technical Support Asia/Oceania

<b>Vacancy #:</b>	5611
<b>Unit:</b>	Ramsar Convention on Wetlands
<b>Organisation:</b>	The Ramsar Convention on Wetlands (Ramsar)
<b>Location:</b>	Headquarters, Gland, Switzerland
<b>Reporting to:</b>	Deputy Secretary General
<b>Work percentage:</b>	100%
<b>Grade:</b>	YP
<b>Expected start date:</b>	01 July 2021
<b>Type of contract:</b>	Max-term (12 months)
<b>Closing date:</b>	02 May 2021

### 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 wetlands and of wetland biodiversity and services. It was the first of the modern global multilateral environmental agreements and remains the only one devoted to a specific critical ecosystem.

The Secretariat of the Convention 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.

This Junior Professional position supports the implementation of the Convention through working in a collaborative, whole-of-Secretariat work style. The position is structured to provide professional development opportunities, and will offer the incumbent the chance of gaining direct career experience in terms of:

- understanding how international legal instruments support conservation and sustainable use of natural and human-made ecosystems;
- understanding how different multilateral environmental agreements work in synergy, notably through the contribution of data and indicators for the implementation of global sustainable development programmes and goals;
- exposure to national authorities, diplomats, scientific experts and practitioners focusing on the development and implementation of international and national policies;
- Experience of working in the context of a small international team supporting 171 countries that are Contracting Parties to the Convention.

### JOB DESCRIPTION

#### JOB DESCRIPTION, DUTIES AND RESPONSIBILITIES

##### Ramsar Site designation and information updates

- Evaluate data sheets ("Ramsar Information Sheets") and prepare related documentation to accompany the designation process of Wetlands of International Importance (also known as Ramsar Sites) and their updates;
- Provide support to Contracting Parties to enter data in RSIS (Ramsar Sites Information Service) database for new designations and updates.

##### Ramsar Site conservation and protection

- Assist in addressing conservation and sustainable use issues of individual wetland sites primarily in the applicable region(s) of the Convention and in particular assist with the procedure concerning adverse changes in the ecological character of Ramsar Sites (Art 3.2);
- Promote use of the mechanisms for conservation and sustainable use of wetlands that have been developed under the Convention, especially the technical guidelines related to the work on Ramsar Information Sheets, and the development of management tools.

##### Support to Contracting Parties

- Maintain routine contacts with governments that are Contracting Parties to the Convention on Wetlands as well as non-Contracting Parties, as well as with NGOs and international partner organisations and other relevant organisations and stakeholders;
- Contribute to the preparation of regional meetings, annual meetings of the Standing Committee and the triennial Conference of the Contracting Parties.

## Policy processes

- Compile, analyse and draft information on technical and policy issues related to wetland conservation and sustainable use, in the context of the approved Workplan of the Secretariat, which refers to the Strategic Plan 2016-2024, the work plan of the Scientific and Technical Review Panel (STRP) and decisions taken by the Governing Bodies of the Convention (documents available on the Convention Web site).

## Project Implementation

- Monitor project implementation and provide project oversight as assigned (where applicable);
- Ensure project reports are completed and meet grant requirements.

## Other

- Complete routine administrative work such as preparing correspondence, updating databases and providing translation.

## REQUIREMENTS

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- University degree (preferably a post-graduate degree) in a subject relevant to wetland conservation and sustainable use, such as geography, biology, hydrology, marine sciences, natural resources management, land use planning, economics, or anthropology/sociology;
- At least 6 months relevant professional work experience in field work in wetland related subjects;
- Work experience or familiarity with work in the Asia/Oceania region is required.
- Ability to work in English is essential for this position;
- Well-developed computer skills (Word for Windows, Excel, e-mail) and an ability to work effectively and efficiently in a proprietary database (RSIS). Experience with CRM platforms such as Salesforce or CiviCRM or equivalent is an advantage;
- A demonstrated commitment to nature conservation and sustainable use issues;
- Experience working in a multi-cultural and multi-disciplinary environment;
- Awareness and understanding of cultural diversity and gender issues and commitment to incorporate these in their work and in the relations with the Convention on Wetlands constituencies.

## SALARY

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The gross annual salary for this position is CHF 60'000, subject to deductions for social security contributions and second-pillar pension, and before tax. While this is an indicative amount effective as of the current date, changes may occur as per IUCN's compensation practices without prior notice. The same applies to other organisations hosted by IUCN.

## APPLICATIONS

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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/vacancy/5611>

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). Please note that only selected applicants will be personally contacted for interviews.

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

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## About IUCN

*IUCN is a membership Union uniquely composed of both government and civil society organisations. It provides public, private and non-governmental organisations with the knowledge and tools that enable human progress, economic development and nature conservation to take place together.*

*Created in 1948, IUCN is now the world's largest and most diverse environmental network, harnessing the knowledge, resources and reach of more than 1,300 Member organisations and some 10,000 experts. It is a leading provider of conservation data, assessments and analysis. Its broad membership enables IUCN to fill the role of incubator and trusted repository of best practices, tools and international standards.*

*IUCN provides a neutral space in which diverse stakeholders including governments, NGOs, scientists, businesses, local communities, indigenous peoples organisations and others can work together to forge and implement solutions to environmental challenges and achieve sustainable development.*

*Working with many partners and supporters, IUCN implements a large and diverse portfolio of conservation projects worldwide. Combining the latest science with the traditional knowledge of local communities, these projects work to reverse habitat loss, restore ecosystems and improve people's well-being.*

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