

**Vacancy Announcement
IUCN Regional Office for Pan-Europe, Brussels**



**Business and Biodiversity Assistant
IUCN Grade A2**

Duty station: IUCN Regional Office for Pan-Europe, Brussels, Belgium
Reporting to: Regional Business and Biodiversity Officer
Starting date: Monday the 10th of May, 2010
Duration: An employee contract from 10 May until 31 December 2010 inclusive, with possibility of extension
Working language: English

BACKGROUND

IUCN's Programme in Pan-Europe stretches from Greenland to the Kamchatka Peninsula in Russia, including the European Union, Eastern and South-Eastern Europe, the Russian Federation and most of the Commonwealth of Independent States, including Central Asia. This is IUCN's largest programmatic region and it contains two global biodiversity hotspots - the Mediterranean Basin and the Caucasus. The region is also home to over one third of IUCN's global membership and a significant proportion of the expert base of its six specialist Commissions.

IUCN's Pan-European Programme is delivered by five offices, including the Regional Office for Pan-Europe (ROfE) located in Brussels, as well as offices in Belgrade, Tbilisi, Moscow and Tilburg.

"Greening the World Economy" is an important new element of IUCN's global and Pan-European programme. Unless the private sector is actively and effectively engaged in the conservation of biodiversity, meeting the global biodiversity conservation and sustainability challenges will be extremely difficult.

SPECIFIC DUTIES AND RESPONSIBILITIES

Directly reporting to, and under the overall supervision and guidance of the IUCN Regional Business and Biodiversity Officer, the position holder shall provide various forms of assistance in the implementation of ongoing Business and Biodiversity projects of IUCN's Regional Office for Pan-Europe. At the outset, these projects include the European Commission funded projects "The Establishment of a European Business & Biodiversity Platform/Technical Facility" and the LIFE+ Project "The European Business and Biodiversity Campaign".

Specifically, the incumbent will:

- Assist in the implementation of an European-wide Business and Biodiversity platform, which aims to bring together businesses and other stakeholders including biodiversity concerns into their core business;
- Assist in the compilation of best practice guidance for the priority sectors, namely agriculture, forestry, tourism, extractive industries, tourism and finance. Review existing respective industry award schemes including Business Associations Awards regarding Environmental performance and European awards for the Environment (including conducting background research and contacting experts within and outside the IUCN network) and report on them;
- Assist in the implementation of other Business and Biodiversity projects;
- Assist in day-to-day communication with project partners, participants and project steering Committee members;
- Assist in the organization and preparation of relevant project meetings;
- Organize and maintain project files;

- Under the guidance of the Regional Business and Biodiversity Officer help maintain project financial records and process day-to-day project administration including: monitoring and tracking of projects expenditures such as staff time, time sheets, travel expenses, invoicing etc.;
- Provide assistance in organizing and developing sectoral technical workshops and seminars within the framework of the projects;
- Support the writing of the projects' final and midterm reports through information and document gathering;
- Do back-ground preparatory work for the writing of project follow up or project funding proposals;
- Occasionally perform other related duties as may be required.

REQUIREMENTS

- University degree in business administration, Environmental studies, or in another relevant field of study;
- Between 1-3 years of relevant work experience;
- Demonstrated highly developed organizational skills, including contract administration, logistical coordination and event preparation;
- Attention to detail;
- Understanding of the relationship between the private sector, public sector and NGOs;
- Adequate knowledge and skills in the use of relevant computer applications (Word, Excel, Power Point and Microsoft Outlook and use of the Internet);
- Familiarity with website management programmes;
- Write draft versions for documents such as reports, proposals, articles etc.;
- Appreciate the richness of working in a multinational and multicultural environment;
- Demonstrated ability to work as a team member, as well as independently, demonstrating initiative in problem solving and showing creativity and flexibility;
- Excellent interpersonal and communication skills;
- Personal diplomacy and discretion;
- Fluent in spoken and written English; knowledge of other European languages is an asset;
- Capacity to work occasionally under pressure and meet tight deadlines;
- Willingness and ability to travel occasionally;
- Personal interest in global environment issues is an advantage.

WHAT WE OFFER

We offer you a challenging and interesting opportunity to work in a dynamic international organization and to make a difference.

We offer an annual gross salary in the range of € 25.257,00 to € 31.571,00 depending on the candidate's experience and subject to deductions for social security contributions and second-pillar pension, and before tax.

APPLICATIONS

If you are interested and feel that you fulfill the requirements, please send your CV and motivation letter (in English) and the contact details of 2 referees with the heading: "Business and Biodiversity Assistant" to the following e-mail address: jobsbrussels@iucn.org.

Clearly indicate in your motivation letter how you meet the selection criteria presented above.

The deadline for applications is Friday the 26th of March 2010. Applications received after that date will not be considered.

Only those applicants selected for an interview will be contacted directly by IUCN. The interviews are scheduled to take place in the week commencing 19 April 2010.