



**Programme officer,
IPBES Technical Support Unit on Knowledge and Data**

Location:

BiodivERSA Secretariat
Fondation pour la Recherche sur la Biodiversité
195 rue Saint Jacques
75005 Paris, France

Duration: Fixed-term contract 34 months. This is a full-time position.

Monthly salary: 2,200 € before tax, depending on education and experience

Starting date: as soon as possible

Application deadline: December 13th, 2019

INSTITUTIONAL SETTING

About BiodivERSA - BiodivERSA is a Partnership of 39 agencies and ministries from 25 European countries programming and funding pan-European research on biodiversity and ecosystem services on a competitive basis. BiodivERSA has been supported by the European Commission since 2005 through ERA-net tools. In 2018, it has become a Partnership launching joint activities with or without support from the European Commission.

To date, BiodivERSA has launched 8 calls for proposals for a total amount over 235 million euro (including 150 million euro of money directly raised by BiodivERSA partners and the European Commission) to fund pan-European research projects selected for both their scientific excellence and societal/policy relevance. To further strengthen international research efforts on biodiversity and ecosystem services, BiodivERSA has developed a diversity of activities ranging from research mapping and programming, to stakeholder engagement, dissemination of projects' outputs and knowledge brokerage.

About IPBES and its Technical Support Unit on Knowledge and Data - The Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services (IPBES) is the United Nations' body assessing the state of biodiversity and of the ecosystem services it provides to society, in response to requests from decision-makers. IPBES currently has over 130 Member States, and a large number of organizations also participate in the process as observers. To conduct its work, IPBES gathers high-level scientists from all over the world to perform regional, thematic and methodological assessments about biodiversity and Nature's contributions to people worldwide and inform political decision-making.

Such assessments also establish knowledge gaps, spanning from state-of-the-art science to requirements for policy-making, including in relation to data and indigenous and local knowledge. In this context, the IPBES Task Force on Knowledge and Data has been mandated to i) support experts from the different IPBES assessments in the identification of knowledge gaps and key scientific information needed for policy-making at appropriate scales, and ii) catalyze efforts to generate new knowledge in dialogue with relevant organizations that support the generation of new knowledge. The Task Force is supported in implementing these objectives and the related work plan by a Technical Support Unit (TSU). The TSU is mainly responsible for the mobilization of the task force and organizing the implementation of its work plan.

JOB DESCRIPTION

Context

BiodivERsA is experienced in the process of catalyzing the generation of new knowledge in response to identified knowledge gaps and policy needs and was selected by IPBES in 2019 to host the 'Knowledge' functions of its TSU on Knowledge and Data, in FRB offices in Paris, France. The TSU supports the Task Force on Knowledge and Data in implementing its objectives (i.e. support for knowledge gaps identification and catalyzing the generation of new knowledge) and related work plan. The other part of the TSU (Data functions) is hosted by Senckenberg (Frankfurt, Germany).

Main role and duties

Under the direct supervision of the TSU Lead on Knowledge and in close collaboration with the IPBES Task Force on Knowledge and Data, the IPBES main Secretariat (Bonn, Germany) and the TSU on Data (Frankfurt, Germany), the Programme Officer will:

- Develop materials to propose and present processes at expert meetings to catalyze new knowledge generation based on gaps identified in IPBES assessments;
- Follow and contribute to the implementation of processes to identify knowledge gaps and needs in IPBES assessments, in collaboration with other TSUs and working with the scientific experts writing these assessments;
- Identify key stakeholders (in particular international research programmers and funders on biodiversity) and initiate contacts around proposed activities for the uptake of knowledge needs identified in IPBES assessments;
- Plan and implement on-line and physical workshops with IPBES scientific experts and relevant international stakeholders programming and funding research on biodiversity globally and regionally;
- Develop and implement a monitoring plan identifying impacts of IPBES's work on knowledge generation, and provide inputs for IPBES communications.
- Engage in the TSU's administrative and financial management and support the fulfillment of formal narrative and financial reporting requirements

CANDIDATE REQUIREMENTS:

Education and work experience

- Master degree (or another relevant degree and relevant work experience) either in management, policy or science, and with demonstrated skills in understanding the science-society/policy interface and international collaborations;
- A minimum of 1 year of relevant work experience is desirable;
- A demonstrated interest for biodiversity-related issues in previous education and work experience is desirable.

Skills and personal qualities

- Excellent drafting and communication skills in English:
 - o Writing in a clear, synthetic style
 - o Clear oral presentation skills
- Organizational skills:
 - o Organizing information (e.g. IPBES assessment processes, expert information, identified knowledge gaps) and work



- Understanding and respecting processes and governance in complex institutions
- Administrative and financial management and reporting
- Event organization skills:
 - Organizing and moderating on-line events
 - Organizing and moderating physical workshops
- Facilitation skills:
 - Working with multiple resource persons, scientific experts and international collaboration institutions on a daily basis
 - Understanding and conciliating multiple and multi-cultural expert opinions and interests, including in contexts such as workshop moderation

Language requirements

- Fluent English (reading, writing, speaking). This work position is in English.
- French is appreciated (French working environment) but not compulsory.

Other requirements

- This position requires travels abroad.
- Applicants must be eligible to work in France (support to work permits is not provided). Applications will not be considered if submitted by people non-eligible to work in France.
- This position falls under the French labor law, the official employer being the French Foundation for Research on Biodiversity, on behalf of the BiodivERsA Partnership.

HOW TO APPLY:

Please send a CV and a cover letter to Frédéric Lemaître, IPBES TSU Lead on Knowledge, (frederic.lemaitre@fondationbiodiversite.fr) by Dec. 13th, 2019.