

**Post Title and Level:** Executive Secretary for the Secretariat of the Convention on Biological Diversity

**Duty Station:** Montreal, Canada

**Organization Unit:** United Nations Environment Programme

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Preamble:

UN Environment Programme, as the leading global environmental authority within the United Nations system, promotes the environmental dimension of sustainable development and serves as the authoritative advocate for the global environment. UNEP hosts the Secretariat of the Convention on Biological Diversity (CBD), in line with its relevant articles, Decisions of its Conference of the Parties as well as Decisions of the United Nations Environment Assembly (UNEA).

The Convention has three objectives: 1. the conservation of biological diversity, 2. the sustainable use of its components and 3. the fair and equitable sharing of the benefits arising out of the utilization of genetic resources, including by appropriate access to genetic resources and by appropriate transfer of relevant technologies, taking into account all rights over those resources and to technologies, and by appropriate funding. In 2020, the Convention on Biological Diversity will adopt a post-2020 global biodiversity framework as a critical milestone towards achieving the 2050 Vision of "Living in harmony with nature."

The Executive Secretary has dual reporting lines and is accountable to the Conference of the Parties through its Bureau for programme delivery and policy-related issues and to the Executive Director of UNEP for administrative and financial issues.

The primary areas of focus include:

- Carrying out the functions of the Secretariat as defined by the Convention and the Conference of the Parties;
- providing support to the Parties in the implementation of the commitments under the CBD, and the implementation of the work programme of the Secretariat, as determined by the COP;
- assisting Parties in the implementation of the relevant CBD Plans and Strategies, including the Strategic Plan for Biodiversity and the United Nations Decade on Biodiversity;
- assisting Parties in the implementation of their commitments under the different protocols and related activities under the Convention;
- forging partnerships with Governments, civil society, the private sector, youth networks and any other appropriate partners, including other Conventions, as relevant to the Secretariat's work;

- engaging in advocacy and public speaking to increase awareness about the importance of the global biodiversity agenda and the most up-to-date science;
- working across the United Nations system and serving as a trusted expert on priorities related to biodiversity and nature-based solutions;
- promoting synergies between the implementation of the 2030 Agenda for sustainable development and the Convention on Biological Diversity and raising awareness about the biodiversity-related elements of the 2030 Agenda for sustainable development and the Decade of Action to Deliver the Sustainable Development Goals;
- ensuring strong connections between biodiversity and climate change priorities, including interlinkages between the 15th meeting of the Conference of the Parties (*COP 15*) to the UN *CBD* and the 26th session of the Conference of the Parties (*COP 26*) to the UNFCCC in 2020;
- leading the Secretariat to ensure timely delivery of its mandated tasks;
- managing a diverse team of international experts and establishing a shared set of values and priorities for a results-oriented and forward-leaning Secretariat.

Competencies:

**Leadership:** Strong intellectual and professional leadership skills. Ability to translate political mandates, requirements and vision into managerial action. Shows conceptual flexibility to adapt to changing environments. Takes risks to advance implementation of environmental enhancements. Mobilizes effective support from within and outside of the United Nations Environment Programme including building strong partnerships. Demonstrated ability to incorporate gender perspectives into substantive work. Commitment to the goal of achieving gender balance in staffing.

**Professionalism:** Expert knowledge on the environmental field; Sound political judgment; Excellent knowledge of the institutional mandate, policies and guidelines, as well as from institutional development and capacity building. Excellent negotiation skills. Knowledge of the substantive field of work in general and of specific areas being supervised. Shows ability to produce reports and papers on technical issues and to review and edit the work of others. Shows ability to apply UN rules, regulations, policies and guidelines in work situations. Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter; Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations.

**Vision:** Identifies strategic issues, opportunities and risks. Clearly communicates links between the organization's strategy and the office's goals. Generates and communicates broad and compelling organizational direction, inspiring others to pursue the same direction, conveys enthusiasm about future possibilities.

**Judgement/Decision-making:** strong, reliable and mature judgement and decision-making skills with the ability to make difficult decisions under pressure; identifies the key issues in a complex situation and comes to the heart of the problem quickly; checks assumptions against facts.

**Managing Performance:** ability to make timely decisions, establish priorities and coach, mentor, motivate and develop staff and encourage good performance; delegates responsibility, clarifies expectations and gives staff autonomy in important areas of their work; encourages others to set challenging goals; holds others accountable for achieving results related to their area of responsibility.

**Integrity:** resists undue political pressure in decision-making; does not abuse power or authority; takes prompt action in case of unprofessional or unethical behaviour.

**Client Orientation:** Considers all those to whom services are provided to be clients and seeks to see things from clients' point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect, identifies clients' needs and matches them to appropriate solutions, monitors ongoing development inside and outside the clients' environment to keep informed and anticipate problems, keeps clients informed of progress or setbacks in projects, meets timeline for delivery of products or services to clients.

**Gender mainstreaming:** provides leadership and takes responsibility for incorporating gender perspectives into substantive work and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing and creating a gender sensitive working environment that pays attention to work/life issues.

Qualifications:

**Education:** Advanced University degree (Master's degree or equivalent) in the field of environmental and social sciences and/or management.

**Experience:**

- Over 15 years of progressively responsible experience in environment, international development, or related field;
- Demonstrated leadership experience with strategic vision and proven skills in managing complex organizations is required;
- An understanding of the United Nations system, including, of key current sustainable development and environmental priorities, policies and procedures is highly desirable;
- Extensive experience in the environment policy arena, including experience at the international level is required.
- Established results achieved in the field of biodiversity conservation and/or nature-based solutions highly desirable;
- Demonstrated experience with stakeholder engagement and coalition building;
- Exceptional public speaking skills required;
- Excellent people and team management skills required, with demonstrated success managing diverse teams of international experts;
- Impeccable personal and professional integrity;

**Languages:**

English and French are the official working languages of the United Nations. For this post, fluency in English, with excellent drafting and public speaking skills is required. Knowledge of a second official UN language is an advantage.

**In order to ensure a wide pool of candidates for this position, the Secretariat would welcome any nominations to supplement the Secretary-General's own search and consultations. The nomination of women candidates is strongly encouraged.**

**All nominations should include the candidate's Curriculum Vitae with contact information (telephone, e-mail) and must be sent to the Secretariat of the United Nations by 13 March 2020. Nominations may also be sent to: [unep-executiveappointments@un.org](mailto:unep-executiveappointments@un.org)**