



## Programme Officer

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| <b>Vacancy #:</b>           | 5406                                                  |
| <b>Unit:</b>                | Bangladesh Programme Coordination                     |
| <b>Organization:</b>        | International Union for Conservation of Nature (IUCN) |
| <b>Location:</b>            | Bangladesh Country Office, Dhaka, Bangladesh          |
| <b>Reporting to:</b>        | Project Manager                                       |
| <b>Work percentage:</b>     | 100%                                                  |
| <b>Grade:</b>               | P1                                                    |
| <b>Expected start date:</b> | 01 September 2020                                     |
| <b>Type of contract:</b>    | Fixed-term (32 months with possibility of renewal)    |
| <b>Closing date:</b>        | 12 August 2020                                        |

## BACKGROUND

IUCN, represented by its Bangladesh Country Office, is implementing a project entitled "Developing Bangladesh National Red List of Plants and Developing Management Strategy of Invasive Alien Species (IAS) of plants in Selected Protected Areas (PAs) Project" funded by the SUFAL Project of Bangladesh Forest Department (BFD) and supported by the Bangladesh National Herbarium (BNH). The project looks to assess 1000 plants species of Bangladesh and prepare a Red List of Plants of Bangladesh following the latest Guideline for Application of the IUCN Red List Criteria. The project will also prepare a set of Invasive Alien Species (IAS) of Plant management strategy for the selected Protected Areas to reduce their impact on local forest biodiversity.

## JOB DESCRIPTION

Under the overall guidance of the Country Representative and the Programme Coordinator of IUCN Bangladesh, and under the direct supervision of the Senior Programme Officer (Red list and IAS of Plants Coordinator), the Programme Officer will undertake following specific responsibilities:

### PROJECT MANAGEMENT

1. Assist project manager and the project team to implement all project activities as per work plan mentioned in the project contract with the donor (BNH), and any subsequent revisions agreed upon by both IUCN and the donor (BNH).
2. Assist project manager in ensuring proper management of project budget through the application of all policies, procedures and guidelines of IUCN and donor (BNH).
3. Assist project team, including assessors, consultants to accomplish desired deliverables including conducting workshops, training, and seminars, field trips, data collection and analysis, publication of Red List books and IAS of plants Management Strategy;
4. Ensure that all project reports and all other committed deliverables are produced, submitted and accepted by the donor (BNH) in a timely manner as per the contract
5. Assist project manager to maintain communication with donor and all other relevant stakeholders, including assessors, consultants and lead assessors.
6. Assist project manager to ensure all necessary IUCN's management requirements, including timely submission of work plans, budgets, internal agreements, contracts, and progress reports
7. Ensure and assist that IUCN's and donor's policies and mandates as outlined in the agreement are duly complied by the project team,
8. Undertake any other tasks that may be assigned by the Country Representative and the Programme Coordinator of IUCN Bangladesh and project manager from time to time.

### PROJECT/PROGRAMME DEVELOPMENT

9. Contribute actively to the growth of the IUCN by designing and implementing projects under thematic areas, particularly on biodiversity conservation and natural resource governance, and in the light of IUCN Programme 2017-2020
10. Provide technical inputs into IUCN Bangladesh integrated programme planning and other thematic programmes through technical inputs into project proposals, project implementation and monitoring, workshops, publications and papers, et
11. Cross programme learning on integrating environment, disaster management, food security, climate change, and sustainable livelihoods approaches along with mainstreaming of gender issues.

### OTHER

12. Effectively contribute to implementing IUCN's 'One Programme' approach
13. Support the institutionalization of relationships with members, partners and other organizations of IUCN's constituency
14. Ensure IUCN's brand and image are properly presented and maintained in all activities, forums and areas while developing and managing the country programme;
15. Develop and manage networks, and attend meetings and workshops related to the Country Programme;
16. Ensure that relevant information is communicated laterally, vertically and externally as appropriate; and
17. Undertake any other tasks that may be assigned by the Country Representative and the Programme Coordinator of IUCN Bangladesh, from time to time.

## REQUIREMENTS

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- MSc in Botany/Zoology/Forestry/ Environmental Science. Experience in the Red List process will be preferred.
- 5 years' professional experience, of which at least 3 years are in the managerial position and relevant to the terms of reference.
- Excellent presentation, writing and spoken communication skills in English are essential.
- International experience will be an advantage.
- Fluency in written and spoken English, computer literacy essential.

## SALARY

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The gross annual salary for this position is in the range from BDT 1'031'808 to BDT 1'289'760. 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 organizations 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/5406>

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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