



CASPIAN ENVIRONMENT PROGRAMME

Towards a Convention and Action Programme for the Protection of the Caspian Sea Environment Project



6 June 2005

The project titled Towards a Convention and Action Programme for the Protection of the Caspian Sea Environment funded by the Global Environment Facility (GEF) and implemented by the United Nations Development Programme (UNDP) under the Caspian Environment Programme (CEP) invites qualified candidates to apply for the vacant position of the Biodiversity Expert at its Programme Coordination Unit (PCU) located in Tehran, Islamic Republic of Iran. The Biodiversity Expert will in general assist and deputize the project's Chief Technical Advisor (CTA) to manage the project and in particular will be responsible for the management and supervision of the elements of the project that deal with the priority areas of biodiversity and invasive species. Detailed information on the Terms of Reference and the minimum required qualifications for the position are attached herewith as Appendix A.

Deadline for application is June 24, 2005. Applicants are required to submit, preferably through e-mail, their requests including a recent Curriculum Vita to Mr. Mahir Aliyev, Portfolio Manager, Division for Environmental Programmes, United Nations Office for Projects Services (UNOPS) 11/13 Chemin des Anemones, 1219 Chatelaine, Geneva, Switzerland mahira@unops.org. Qualified female candidates are strongly encouraged to apply. Selection will be conducted through a merit based competitive process. The short listed candidates will be contacted by UNOPS for a phone interview. The selected candidate will be offered a requirement package based on UNOPS norms and the candidate's professional and academic background.

CEP is an environmental regional programme of the five Caspian littoral countries supported by the United Nations Development Programme, United Nations Environment Programme and the European Union programme of Technical Assistance for the Commonwealth of Independent States (EU/Tacis). Detailed information on the CEP may be obtained from the CEP website at <http://www.caspianenvironment.org>



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Annex A. Caspian Environment Programme

Terms of Reference
Biodiversity Expert
Tehran; I.R. Iran

The Biodiversity Expert will in general assist and deputize the project's Chief Technical Advisor (CTA) to manage the project and to supervise staff in the Programme Coordination Unit (PCU). In particular he/she will be responsible for the management and supervision of the elements of the project that deal with the priority areas of biodiversity and invasive species, as well as for the elements that might be delegated to him /her by the CTA. He/she will substantively input towards development of the project annual work and for the effective and efficient implementation of the elements that deal with the priority areas of biodiversity and invasive species. He/she will work under direct supervision of the CTA.

Duties:

The Biodiversity Expert will have the following specific duties:

- to fully assist and deputize the CTA in engaging in a constructive dialogue within the CEP and with its partners towards developing a consistent programme road map and annual work plans for the CEP component projects;
- to assist the Caspian Regional Advisory Groups to develop their own thematic strategies, programme and action plans, in particular RAGs related to Outcomes, A, B and C of the project ;
- assume responsibility for developing and updating work plan and TORs for activities targeting Outcomes A, B and C of the project ;
- assist towards the timely recruitment and procurement of quality services and equipment and for the implementation of project activities and in particular assume responsibility for those dealing with the Outcomes A, B and C of the project , all in accord with applicable rules, regulation and standards;
- to fully assist achievement monitoring vis-as vis the agreed progress indicators and assume responsibility of monitoring of Outcomes A, B and C of the project;
- to substantively contribute towards preparation of the substantive and operational reports on project activities and progress;
- to substantively contribute towards formulation of regional agreements and protocols under Outcome H; and revisiting of the Caspian Transboundary Diagnostic Analysis , National Caspian Action Plans, and the Caspian Strategic Action Programme (SAP) under Outcome F of the project ;
- support the project's Data and Information Management Expert (DIME) in maintaining and developing the CEP web-site seeking and incorporating data and information from all CEP partners;
- support the project Public Participation Manager to achieve the Matched Small Grants and Public Participation outcomes of the project;
- represent the project at the Steering Committee meetings , technical meetings and other appropriate foras.

Skills and Experience Required

Post-graduate degree in biodiversity conservation, environmental management or a directly related field; at least ten years experience in the related fields; proven experience with computer data bases; experience in training other specialists; familiarity with the problems and opportunities of the Caspian region ; full fluency in written and spoken English

Duty Station: Tehran, I.R. Iran

Duration: Two years on a fixed-term contract