

The Intergovernmental Platform for Biodiversity and Ecosystem Services (IPBES) is filling the position of

## **Head of Technical Support Unit for the Regional Assessment for Europe and Central Asia (80-100%)**

located at the University of Bern (Switzerland).

This position directs the Technical Support Unit (TSU) of the regional and subregional assessments of biodiversity and ecosystem services in **Europe and Central Asia (ECA)**, with the target subregions Western Europe, Eastern Europe and Central Asia, including an analysis of the current status, trends, future forecasts, and expected impacts on human society (IPBES deliverable 2b). The Technical Support Unit for the Regional Assessment for Europe and Central Asia, hosted by the University of Bern, is managing the organizational and administrative activities of the Regional ECA Assessment.

The Head TSU is responsible for all organisational aspects during the preparation, review and completion of the ECA Assessment and will work very closely with the three Co-Chairs of the ECA Assessment, the IPBES Secretariat in Bonn, Germany and the Bureau and Multidisciplinary Expert Panel of IPBES to ensure consistency in approach across the platforms work and a timely delivery of the Assessment. The Head TSU also provides support to meetings of the IPBES Plenary and subsidiary bodies upon invitation, and is the principle access point for experts contributing to the IPBES ECA assessment. The Head of the Technical Support Unit is assisted by a small team at the University of Bern, consisting of a Science Officer and an Administrative Officer.

### **Requirements:**

- PhD in natural or social sciences, preferably with experience in biodiversity and/or ecosystems research, science-policy interfaces, or related subjects
- scientific publications in refereed journals, excellence in report writing and editing
- ability to lead a staff of 2 to 3 ranging from administration to science

- experience in planning, organising and executing complex multi-task problems
- high mobility and motivation to work efficiently in an international context
- outstanding social skills and capability to interact with the international science community
- excellent written and spoken fluency in English at science and negotiation levels
- stress-resistant and able to work precisely and effectively under severe time constraints
- experience in UN processes, in particular IPBES, IPCC or Millennium Ecosystem Assessment, would be an asset

**Employment and Salary:**

This is a fixed term position starting at 1st July 2015 or later and lasting until December 2018. Employment through the University of Bern is at a salary level according to experience and responsibilities.

**Application:**

Please address your application consisting of a letter of motivation, curriculum vitae, list of publications, and contact details of three referees to Prof. Markus Fischer, Co-Chair IPBES ECA-Assessment, Institute of Plant Sciences, University of Bern, Altenbergrain 21, 3013 Bern, Switzerland. Applications may be submitted by email (in a single pdf document) to [ipbes.tsu-eca@ips.unibe.ch](mailto:ipbes.tsu-eca@ips.unibe.ch). Applications are accepted until the position is filled.

For further information on the IPBES ECA Assessment (deliverable 2b) TSU, please consult the following documents:

[IPBES/3/1 Annex III](#) and [Annex VII](#) on the Scoping of the Regional Assessment and [IPBES/3/INF13](#) on the Technical support of the implementation of the IPBES work programme

or contact Dr. Eva Spehn, Swiss Biodiversity Forum ([eva.spehn@scnat.ch](mailto:eva.spehn@scnat.ch)) or +41 31 306 93 41

The Intergovernmental Platform for Biodiversity and Ecosystem Services (IPBES) is filling the position of

## **Science Officer of the Technical Support Unit for the Regional Assessment for Europe and Central Asia (80-100%)**

located at the University of Bern (Switzerland).

The Intergovernmental Platform for Biodiversity and Ecosystem Services (IPBES) is currently preparing the regional and subregional assessment of biodiversity and ecosystem services in **Europe and Central Asia (ECA)**, with the target subregions Western Europe, Eastern Europe and Central Asia, including an analysis of the current status, trends, future forecasts, and expected impacts on human society (IPBES deliverable 2b). The Technical Support Unit for the Regional Assessment for Europe and Central Asia, hosted by the University of Bern, is managing the organizational and administrative activities of the Regional ECA Assessment. The TSU will work very closely with the three Co-Chairs of the ECA Assessment, the IPBES Secretariat in Bonn, Germany and the Bureau and Multidisciplinary Expert Panel of IPBES and all the experts contributing to the IPBES ECA assessment.

The Science Officer will be working closely with the Head of the TSU and the Administrative Officer, and will be involved in coordinating authors and reviewers, planning, preparing, conducting, and reporting virtual and actual workshops, expert meetings, meeting documents and reports of the IPBES ECA Assessment. The TSU maintains a register of experts and organisations of the ECA region and coordinates the peer review process and the design of the final outputs. The TSU also collaborates with the IPBES Task Force on Knowledge and Data and the IPBES Task Force on Indigenous and Local Knowledge Systems, and facilitates capacity-building where appropriate.

### **Requirements:**

- PhD in natural or social sciences, preferably with experience in biodiversity and/or ecosystems research, environmental science, science-policy interfaces or related subjects

- scientific publications in refereed journals, excellence in report writing and editing
- high degree of motivation and ability to work in a team with a common long-term goal
- experience in planning, organising and executing complex multi-task problems
- outstanding social skills and capability to interact with the international science community
- excellent written and spoken fluency in English at the science level
- stress-resistant and able to work precisely and effectively under severe time constraints

**Employment and Salary:**

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**Application:**

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41

The Intergovernmental Platform for Biodiversity and Ecosystem Services (IPBES) is filling the position of

## **Administrative Officer of the Technical Support Unit for the Regional Assessment for Europe and Central Asia (70-100%)**

located at the University of Bern (Switzerland).

The Intergovernmental Platform for Biodiversity and Ecosystem Services (IPBES) is currently preparing the regional and subregional assessment of biodiversity and ecosystem services in **Europe and Central Asia (ECA)**, with the target subregions Western Europe, Eastern Europe and Central Asia, including an analysis of the current status, trends, future forecasts, and expected impacts on human society (IPBES deliverable 2b). The Technical Support Unit for the Regional Assessment for Europe and Central Asia, hosted by the University of Bern, is managing the organizational and administrative activities of the Regional ECA Assessment.

The Administrative Officer will be working closely with the Head of the TSU and the Science Officer, and will be leading the TSU Secretariat, coordinating its administration (with the University of Bern, the IPBES secretariat and UNEP). The Administrative Officer will deal with the logistics of virtual and actual workshops and expert Meetings, such as travel, stay, visa and reimbursements of international participants. The Administrative Officer helps to prepare and manage meeting documents, protocols and reports of the IPBES ECA Assessment, cost statements and budgets, and is responsible for the register of experts and organisations of the ECA region.

### **Requirements:**

- experience in administrating a secretariat working in an international context
- ability to work exactly and independently in accounting and cost-control
- experience in document management and archiving
- experience in organising international meetings and workshops, and in the preparation and editing of conference documents

- excellent knowledge of Word, Excel, Powerpoint and Fillemaker
- excellent written and spoken fluency in English and German
- high motivation and outstanding social skills to interact with a small international team
- high flexibility in working hours depending on upcoming deadlines and tasks

**Employment and Salary:**

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**Application:**

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41