

## **The Secretariat of the Global Biodiversity Information Facility (GBIF) is recruiting a Programme Officer for Participation and Engagement**

The GBIF Secretariat, located in Copenhagen, seeks an experienced Programme Officer to provide vision and leadership in support for GBIF's community of participating node teams around the world. As part of the Participation and Engagement group, the Programme Officer will play a key role in coordinating the sharing of skills and best practices required for countries to benefit fully from GBIF's infrastructure for publication of and free access to biodiversity data.

### ***Function and job description:***

The Programme Officer will be a member of a small team which will work closely together to:

1. Develop guidance and planning for national biodiversity information facilities, including strategies for developing such facilities and assessing progress
2. Manage the GBIF capacity enhancement support programme, and other capacity development activities
3. Collaborate with the content mobilization officer to ensure the GBIF data mobilization process is well coordinated with national/thematic data mobilization activities
4. Collaborate with Participant and Secretariat communication teams to ensure national activities (including mentoring projects) are well communicated through GBIF channels
5. Represent GBIF at relevant meetings and conferences
6. Lead on node development activities specified in GBIF work programmes and strategic plans
7. Support continuous development and updating of training and support materials to support the work of national biodiversity information facilities
8. Coordinate identification (including digital badges) and involvement of trainers and mentors within GBIF capacity enhancement activities
9. Contribute to the objectives of the Participation and Engagement Group as required

Specific allocation of roles and responsibilities within this team may vary according to the background and skills of team members and varying work load over time.

### ***Desirable skills and experience:***

- Good understanding of the biodiversity informatics field, its applications and relevance to support policy and decision making
- Good communication skills, including inter-cultural communication and excellent written and spoken English (knowledge of other UN languages would be an asset)
- Demonstrated ability to work both individually and as part of a team
- Willingness to engage in extensive work-related travel
- Some experience of managing projects or programmes relating to capacity and skills enhancement will be an advantage

The Programme Officer for Participation and Engagement reports to the Deputy Director of GBIF.

This post is an exciting opportunity to work in a multicultural environment for an international organization at the cutting edge of scientific developments in biodiversity informatics for sustainable development. If you match these requirements and are able to start as soon as possible, we look forward to hearing from you.

### **Remuneration:**

GBIF salaries are competitive and are exempt from Danish income tax. The tax-exempted monthly starting salary for this position is: DKK 62,386.00.

The selected candidate is expected to live in Denmark, and a relocation package is available for internationally recruited staff.

### **Application procedure and deadline:**

- a letter of application addressing your experience in respect to the listed responsibilities and requested qualifications and why you feel you are the right person for the job;
- a curriculum vitae;
- the names of two referees

Applications for the position must be submitted in English by e-mail to [POJob2016@gbif.org](mailto:POJob2016@gbif.org) **by Tuesday 31 January 2017**. Please indicate in the application where you saw this advertisement. Enquiries concerning the position can be addressed to Deputy Director, Tim Hirsch at [thirsch@gbif.org](mailto:thirsch@gbif.org) and concerning HR issues to HR Manager Susanne Sheldon at [slsheldon@gbif.org](mailto:slsheldon@gbif.org).

*The Global Biodiversity Information Facility (GBIF) is an international collaboration based on a Memorandum of Understanding amongst countries and international organizations with the purpose of making biodiversity data freely and openly available via the internet for use in research and policy. It operates through a network of national and thematic nodes coordinated by a Secretariat based in Copenhagen, Denmark.*

*GBIF is an equal opportunities employer and accepts applications without distinction on the grounds of gender, colour, racial, social or ethnic origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation, marital status or family situation, or any other status. Staff are recruited on the broadest possible geographical basis.*