



**UNIVERSITÉ DE
MONTPELLIER**

The University of Montpellier is recruiting a program management assistant of the technical support unit for the IPBES (Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services)

With 16 schools and institutes, and 78 research structures, the University of Montpellier (UM) brings together a vast community of knowledge ranging from science, technology, medicine, pharmacy, physical and sports activities, to law, political science, economics and management.

UM is a research-intensive university that plays a leading role in the Occitanie region's dynamism and is resolutely open towards the world. It receives international recognition in numerous scientific fields such as biology and health, agri-environment, chemistry, information and communication sciences and technologies, law and management. Today, with its partners, it leads an ambitious internationally oriented program to further promote Montpellier as a "University of Excellence" acting as a true European portal towards the southern countries.

UM has entered into an agreement with the United Nations Environment Programme (UNEP) Secretariat to host the **technical support unit** for the IPBES "transformative change assessment" for the period from March 2022 to 2025.

Under this agreement, UM seeks to recruit 3 persons full-time under fixed-term contracts:

- a lead program management officer
- an associate program management officer
- a program management assistant

Purpose of the technical support unit

The purpose of this unit is to support the production of the IPBES assessment of the underlying causes of biodiversity loss and the determinants of transformative change and options for achieving the 2050 Vision for Biodiversity.

The technical support unit will work in close collaboration with the IPBES Secretariat, under the direction of the Executive Secretary, to ensure that the assessment is implemented in accordance with:

- the scoping report of the assessment as set out in annex II to decision IPBES-8/1,
- the procedures for the preparation of IPBES deliverables set out in annex I to decision IPBES-3/3,
- as well as other rules and procedures of IPBES and decisions of the IPBES Plenary.

Duties of the technical support unit

The TSU will have the following duties:

- Preparation and maintenance of an updated timeline and implementation plan for the assessment and support, as requested by the Executive Secretary, to the Plenary, Bureau and Multidisciplinary Expert Panel, and the Secretariat in tracking progress in the preparation of the assessment;
- Organisation of online and in-person meetings of the expert group including procedural and logistical arrangements for:
 - Online management committee meetings (co-chairs, members of the Secretariat, including technical support unit, dedicated Multidisciplinary Expert Panel and Bureau)
 - 3 author meetings involving 3 co-chairs, 15 coordinating lead authors, 75 lead authors, 10 review editors and 4 Multidisciplinary Expert Panel and Bureau members: one in 2022, two in 2023;
 - 3 meetings with around 20 participants to develop the summary for policymakers in 2023
 - Organisation of the participation in the eleventh session of the IPBES Plenary of 2 co-chairs and 6 coordinating lead authors or lead authors



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- Support to the preparation of any documents, reports and communications that form part of the work of the expert group, ensuring their timely delivery;
- Coordination of peer review processes of drafts of the assessment in line with the procedures for the preparation of IPBES deliverables;
- Coordination of the finalisation and design of the outputs, including obtaining the necessary permissions and ensuring appropriate attribution of graphics, figures, and other sources displayed;
- Collaboration with the task forces on capacity-building, knowledge and data, indigenous and local knowledge, policy tools and methodologies and scenarios and models with regard to the implementation of relevant approaches and guidance in the assessment;
- Provision of input, if requested by the Executive Secretary, to any review of IPBES; as well as coordination with other IPBES deliverables, in particular the thematic assessment of the interlinkages among biodiversity, water, food and health in the context of climate change (“nexus assessment”), to ensure complementarity and synergy between the two assessments and to avoid duplication of scope and work;
- Maintenance of a register of appropriate contacts (organisations and experts) that might be called upon to support the work of the expert group;
- Monitoring and management of the overall budget for the “transformative change assessment” (up to 600 k€ per year);
- Preparation and submission of narrative and financial reports to the IPBES Executive Secretary on a 6-month basis.

The program management assistant will undertake the organisation of online and in person meetings of the expert group, including procedural arrangements, booking flights and accommodation, catering, etc. S/He will provide administrative support to the TSU manager and programme management officer, including drafting messages, documents layout, organise and maintain a document archive... S/He will prepare mission orders, purchase orders, etc. S/He will maintain a register of appropriate contacts (organisations and experts). S/He will accurately track expenditures.

The Programme Management Assistant will work under the responsibility of the Lead Programme Management Officer and in collaboration with the team of Agropolis International, the organisation that will physically host the technical support unit and manage the budget for the organisation of meetings.

Required qualifications and skills

Minimum requirement B.Sc. level (executive assistance, business and administration, event manager...) and 2 years of relevant professional experience

- Bilingual French/English
- Excellent writing skills in English
- At ease with ITCs
- Very well organised, rigorous, autonomous
- Ability to work in a team and work in an international and multicultural environment

Employment conditions

- Full-time job, ASI Level with a monthly gross salary from 1755 € to 1912 € depending on experience and expertise
- The position is based in Montpellier, within the premises of Agropolis International

Applications

Interested candidates should send their CV, application letter and references on website before 2 March 2022 <https://umemplois.umontpellier.fr/poste/2022-R0138>

For more information, please send an email to magali.roubieu@umontpellier.fr