



INTERNATIONAL
WHALING COMMISSION

Project Development Officer

A new role has been created in a leading intergovernmental organisation with a diverse and steadily expanding work programme. A proven self-starter, you will demonstrate initiative, self-sufficiency and the ability to recognise and maximise opportunities to convert policies into actions.

You will be responsible for developing work programmes which bring together a range of disciplines and stakeholders to deliver measurable outcomes at international, national or local levels by drawing on your project management expertise, communication skills and your political and diplomatic acuity.

You will investigate, propose and introduce innovative approaches to project funding so an understanding of fund raising/grant giving mechanisms and processes is essential.

The IWC was established in 1946 to regulate whaling and conserve whales. Today this mandate encompasses a wide and growing range of issues including whale watching, conservation management planning, vessel collision, marine debris, climate change and whale entanglement response. In response to this growth, this role of Project Development Officer is being created.

This is a permanent, full time post based in Cambridge, England. The Project Officer will be part of the small, multi-disciplinary IWC Secretariat.

International travel will be an important part of the role.

- Educated to degree level or higher, you must have a proven track record in policy and project or programme management.
- An acute political and diplomatic radar is essential, as is an understanding, and ideally experience working in, an international and culturally diverse environment.
- You will demonstrate strong communications skills in English, the working language of the IWC. Experience in producing text in a variety of formats (e.g. Commission papers, reports, funding proposals) is essential, as are strong presentation and wider interpersonal skills, and the ability to engage with stakeholders from many fields and backgrounds. Fluency in other languages, particularly French or Spanish, the other official languages of the IWC, would be an advantage.
- Flexibility is essential. You will manage several concurrent projects, recognise and respond to shifting priorities, and handle different types of information (e.g. scientific, financial, legal).

The starting salary will be within the range £37,000 to £42,000 British Pounds, dependent on skills and experience. A generous benefits package includes 25 days paid leave per year with an additional 10.5 days public holiday, a contributory pension, and medical insurance.

Further information is available through a candidate information pack obtainable through the Commission's website www.iwc.int or by email request to secretariat@iwc.int

Applicants from all nationalities are invited to apply by submission of a curriculum vitae and covering letter. The covering letter should describe how you fulfil the requirements set out in the Person Specification described in the candidate information pack. Applications should be sent to secretariat@iwc.int and must arrive by 5pm UK time on Friday 6 March 2015. Please enter Project Development Officer in the subject field.