



Head of Polar Programme, GRID-Arendal

Position description

GRID-Arendal is seeking a Head of the Polar Programme to take the lead in further developing GRID-Arendal as UNEP's key Polar centre to identify, develop and implement projects related to climate change, environmental governance, ecosystems management and environmental information and networking, with a specific focus on the Polar region. He or she will be managing a small, highly motivated international team.

The successful candidate will be responsible for implementing projects in these fields, as well as preparing input to UNEP's environmental reports, represent UNEP in the Polar regions and globally, and develop and maintain a Programme portfolio of projects together with colleagues and partners representing many countries and different interests. Financial management is an important part of this job.

Key stakeholders are the Arctic Council, Arctic parliamentarians, Arctic Indigenous Peoples, researchers, industry and governments. The position involves fund-raising for projects and work activities and liaison with donors and partners.

The Head of the Polar Programme will be a member of GRID-Arendal's Management Team and will also work closely with UNEP Headquarters in Nairobi as well with UNEP Regional Offices.

The position will be based in Arendal, Norway and report directly to the Managing Director. The position will involve some international travel.

Required qualifications

- PhD/Masters degree in natural science or social science related discipline
- Minimum 10 years experience working on Arctic related issues.
- Minimum 10 years experience in team- and Programme management, including budgetary responsibility.
- Knowledge of Arctic and Antarctic environmental issues, science and political processes
- Extensive experience in taking complex topics and developing communications materials for non-technical audiences
- Proven managerial skills and demonstrated ability to pull together interdisciplinary projects and teams
- Successful track record in fund-raising for projects and work activities

- Experience with international environmental processes
- Excellent English written and oral abilities. Proficiency in Scandinavian or other Arctic languages is desirable.

Personal qualifications

- Highly motivated and energetic
- Interest in communications through diverse media
- Goal and business orientation
- Interest in both organisational and technical solutions to improve access to environmental information
- Excellent networking capabilities and diplomatic skills
- Ability to pursue multiple tasks, at times under pressing deadlines
- Ability to work with/understand international cultures

Compensation:

GRID-Arendal's salary system is linked to the Norwegian Government salary system. It is based on education and experience. Salaries are subject to Norwegian tax regulations. Insurance and personal benefits are provided in addition to salary. International staff receives additional benefits.

Deadline for applications: 13 February 2009

Send application by email including a cover letter with curriculum vitae and references to/examples of previous work to: Luana Karvel, Personnel Manager, Luana.Karvel@grida.no

Please include the reference number PP29X1 in the subject field of your email.

For further information about the position, please contact John Crump, Acting Polar Manager at john.crump@grida.no or Peter Prokosch, Managing Director at peter.prokosch@grida.no

The United Nations Environment Programme (UNEP), as the world's leading intergovernmental environmental organization, is the authoritative source of knowledge on the current state of, and trends shaping the global environment.
www.unep.org

GRID-Arendal is an international Centre of Excellence located in southern Norway whose activities specifically support UNEP's Programme of Work. Established in 1989 as a Norwegian foundation, GRID-Arendal's mission is to provide environmental information, communications and capacity building services for information

management and assessment. Together with its partners, GRID-Arendal's core focus is to support decision-making processes aimed at securing a sustainable future. GRID-Arendal is a project based organisation.

Prospective candidates should note that this is not a UN post.

GRID-Arendal *has a diverse team of more than 30 international professionals working in Arendal, Norway and offices in Ottawa, Canada and Stockholm, Sweden.*

The UN House, GRID-Arendal's headquarters in downtown Arendal, demonstrates its commitment to environmental responsibility through design, material use and eco-efficient solutions for energy, lighting, and ventilation.
