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**UNIVERSITÄT  
BERN**

**CDE  
CENTRE FOR DEVELOPMENT  
AND ENVIRONMENT**

## VACANCY

The Centre for Development and Environment (CDE) is an interdisciplinary research centre of the University of Bern. Its overarching goal is to produce and share knowledge for sustainable development in cooperation with partners in the global North and South. The Secretariat of the global WOCAT (World Overview of Conservation Approaches and Technologies) network is hosted at CDE. WOCAT ([www.wocat.net](http://www.wocat.net)) supports knowledge management and decision-making in Sustainable Land Management (SLM). CDE is seeking a:

### **Coordinator of the Secretariat of WOCAT International / Senior Research Scientist (70-80%)**

#### **TASKS**

- Leading the Secretariat of WOCAT International in Bern, Switzerland with a small team of scientific collaborators. Duties include annual planning, budget allocation, implementation, monitoring and reporting, organisation of Steering Committee and network meetings, internal and external communication.
- Ensuring that the objectives of WOCAT International are achieved as efficiently and effectively as possible.
- Supporting the network partners in general services in the field of SLM knowledge management and representing WOCAT International at public events, conferences, and workshops.
- Ensuring strategic partnerships of the WOCAT network (e.g. UNCCD) and searching for new relevant partners and innovative collaboration mechanisms in consultation with the Director.
- Writing and submitting grant applications to raise funds for continued operation and implementation of the WOCAT International Strategy.
- Supervising the WOCAT Global Database on Sustainable Land Management (SLM) and assuring data quality.
- Developing new, innovative products and tools in line with the WOCAT International Strategy.
- Thematic involvement in WOCAT-related SLM projects and methodological development.

The activities associated with Coordination of the Secretariat account for 40% of the position, while thematic involvement in SLM projects comprises another 30–40%.

#### **REQUIREMENTS**

- Graduate degree in Geography, Environmental Sciences, Agronomy or related sciences.
- Proven track in the field of Sustainable Land Management (SLM) and natural resource use; knowledge of the WOCAT programme, WOCAT tools, and the WOCAT database is an asset.
- Extensive experience in project management (strategic, financial, and operational planning and

monitoring) and project acquisition.

- At least five years of experience in similar functions and in working in interdisciplinary and intercultural collaboration in developing and/or transition countries.
- Networking skills in the field of SLM; experience at the global (multilateral donors, international organisations), national (ministries, decision-makers) and/or the local level (NGOs) is an asset.
- Skills in public speaking, presentation, and capacity building.
- Fluency in written and spoken English; additional languages are an asset.
- Willingness to travel several times per year to international meetings, conference, workshops, etc.

#### **WE OFFER**

- Collaboration in an experienced, dynamic, and multidisciplinary team.
- A stimulating working environment in an international, multicultural context at the interface of academic research and development cooperation.
- Employment conditions and remuneration in accordance with the standards of the University of Bern, Switzerland.
- A part-time position with flexible hours.

#### **DETAILS**

**Starting date:** December 2016 or by mutual agreement.

**Location:** CDE, University of Bern, Hallerstrasse 10, Bern, Switzerland; [www.cde.unibe.ch](http://www.cde.unibe.ch)

**End date:** 31 December 2017, with the possibility of extension.

**For further information please contact:** [personaladministration@cde.unibe.ch](mailto:personaladministration@cde.unibe.ch); 031 631 88 22

**Application deadline:** 9 October 2016; open for international applicants.

**The job interview** will be take place between 17 October and 21 October 2016

**Application materials:** Please submit your complete application in English (CV with certificates, motivation letter, and three references) as a single PDF file to [personaladministration@cde.unibe.ch](mailto:personaladministration@cde.unibe.ch)

*The University of Bern is an equal opportunity employer and encourages applications from women.*