

**The International Centre for Trade and Sustainable Development**  
**(ICTSD)**

<b>Position:</b>	Programme Officer <b>Global Platform on Climate Change, Trade Policies and Sustainable Energy</b>
<b>Description:</b>	<p>The objective of this position is to contribute substantively and programmatically to ICTSD's programme to promote effective international cooperation towards addressing climate change.</p> <p>The Programme Officer will operate under the overall direction of ICTSD's Chief Executive, Programmes Director and the Manager of the Global Platform on Climate Change, Trade Policies and Sustainable Energy.</p>
<b>Main responsibilities:</b>	<p>Responsibilities will include support and substantive contribution to the various activities that cut across several programmatic areas of ICTSD's work including development and transfer of technologies, innovation and intellectual property; accelerating the diffusion of low-carbon goods and services; scaling-up energy efficiency through trade-related standards and incentives; subsidies, taxation, tariff structures and sustainable energy; carbon leakage, trade and global competitiveness; mitigation and adaptation in agriculture, forestry, fisheries and freshwater; and biofuels. Other responsibilities will include writing and editing for the regular and occasional publications of ICTSD; and administrative and logistical management of dialogues.</p> <p>Specific tasks under the Global Platform include:</p> <ul style="list-style-type: none"> <li>• Planning, undertaking and commissioning research and analysis for projects under the Global Platform.</li> <li>• Writing and editing for ICTSD's periodicals <i>Bridges Trade BioRes</i>, <i>Biores Review</i>, <i>Bridges Monthly Review</i>, and <i>Bridges Weekly</i>.</li> <li>• Providing administrative support in the organisation of dialogues and other events of the Global Platform held in Geneva and overseas (e.g. preparing agendas, identifying speakers and invitees, sending invitations, and reporting).</li> <li>• Supporting the management of the publications of the Global Platform such as Issue Series, in coordination with the manager of the Global Platform, programme managers and ICTSD's Publications Director.</li> <li>• Undertaking other tasks related to activities of the Global Platform as may be required.</li> </ul>
<b>Requirements:</b>	<p>The candidate for this position should possess the following abilities:</p> <ul style="list-style-type: none"> <li>• Solid understanding of trade, climate change and energy related issues; familiarity with policy processes and negotiations on trade and climate change as well as related sustainable development considerations.</li> <li>• Minimum of 2 years of relevant work experience in research and management related to environment and sustainable development.</li> </ul>

	<ul style="list-style-type: none"> <li>• Post-graduate degree in economics, law or environment and natural resources.</li> <li>• Proven analytical skills, including the ability to express complex concepts in language accessible to non-specialist audiences.</li> <li>• Creativity and the ability to apply a new perspective to problems and opportunities.</li> <li>• Ability to take initiative, and work with flexibility, efficiency, enthusiasm, and diplomacy.</li> <li>• Ability to work in parallel on multiple projects and meet tight deadlines.</li> <li>• Excellent communication and writing skills.</li> <li>• Excellent knowledge of English and good knowledge of either French or Spanish.</li> <li>• Ability to interact with highly diverse external audiences.</li> </ul>
<b>Contract:</b>	<ul style="list-style-type: none"> <li>• Fixed one year term, extendable subject to funding availability. Starting as soon as possible.</li> </ul>
<b>To apply:</b>	<p>Applications should be sent to:</p> <ul style="list-style-type: none"> <li>• Human Resources, ICTSD, 7 Chemin de Balexert, 1219 Geneva, Switzerland.</li> <li>• Alternately, they may be emailed to: <a href="mailto:jobs@ictsd.ch">jobs@ictsd.ch</a>.</li> <li>• Successful candidates will be contacted within two months after the submission of their application. Those candidates that would not have been contacted after that period should consider that we have not been able to give a positive response to their application.</li> </ul>