



Call For Applications

Executive Officer – IUCN World Commission on Protected Areas

Location: Remote; Global

About IUCN WCPA

IUCN's World Commission on Protected Areas (WCPA) is the world's premier network of expertise on protected areas and other effective area-based conservation measures (OECMs) and is one of IUCN's seven Commissions, with more than 3500 members, spanning 140 countries. The Commission convenes a diverse constituency of volunteer experts, government agency partners, Indigenous partners, and civil society organizations to strengthen the management of protected and conserved areas, including their contribution as natural solutions to address global environmental challenges such as climate change and disaster risk reduction.

Position Overview

The IUCN WCPA Executive Officer is housed within the WCPA Chair's Office and works closely with the WCPA Chair, Steering Committee and Specialist Groups/Task Forces in advancing the Commission's Mandate. This position is ideal for a highly organized, proactive, and collaborative professional with relevant experience in program management, communications, and coordination across global teams.

Key Responsibilities

1. Programmatic and administrative support to WCPA, WCPA Chair, and special projects

- Support logistical and programmatic organisation of meetings, strategic document drafting, and events, including WCPA-supported international conferences
- Manage logistics for WCPA events, meetings, awards and special projects as assigned by the Chair
- Support financial management and membership management processes for the Commission in coordination with the Commissions Support Unit (CSU)

2. Organise WCPA Steering Committee (SC) activities

- Assist the WCPA Chair with communication, structuring, and management of SC activities
- In collaboration with the Chair, organise two virtual WCPA Steering Committee meetings a year, including supporting the agenda drafting, scheduling, and documentation of the meeting
- Organise logistics and support the implementation of one in-person WCPA Steering Committee meeting per year including coordinating with in-country partners and venues, managing travel, budgeting, and other tasks as needed
- Assist with the development of Steering Committee meeting notes, reports, outputs, action items, and other deliverables for both virtual and in-person meetings.

3. Governance Support

- Maintain and update WCPA governance documents include Bylaws and membership onboarding materials;
- Develop and manage a central repository for WCPA leader resources, knowledge-exchange, institutional memory, and best practices;

4. Coordination between the Commissions Support Unit (CSU) and WCPA

- Work collaboratively with WCPA leaders and the CSU to develop and implement a clear membership recruitment and engagement strategy;
- Attend quarterly meetings between the CSU and Commissions Executive Officers to coordinate efforts on cross-Commission administration and priorities;
- Act as the main point of contact between WCPA members, including WCPA leadership, and the CSU;
- Execute communications and reporting priorities in alignment with the CSU and other IUCN Commissions;

5. Commission Communications

- Support internal and external communications within the Commission including sharing WCPA priorities and news with members through the IUCN Commission Members System, IUCN Portal, and IUCN Engage
- Draft communications materials (e.g. IUCN news stories, blog posts, newsletter contributions, press-releases) and coordinate external

communications including social media and other communications duties as assigned by the Chair

- Ensure that the IUCN WCPA website is regularly updated
- Support the publication process including the updating of publication databases and updating the website with new publications.

6. Coordination and delivery of the IUCN WCPA Awards (once every 2 years)

- Managing the administration of IUCN WCPA's awards in collaboration with relevant partner organizations
- Ensuring regular maintenance and updates to the awards webpage on the IUCN website
- Coordinating promotion of the awards call and event through IUCN communication channels and networks
- Leading the planning, preparation, and delivery of online and in-person awards ceremonies

7. Management of WCPA annual reporting processes

- Ensure timely and organized public-facing and internal reporting within WCPA;
- Spearhead development and maintenance of WCPA reporting templates including creating and circulating an annual technical report template, managing the public-facing report template, and incorporating feedback from the Steering Committee into reporting priorities;
- Manage the preparation of the annual public-facing (Impact) report by synthesizing annual technical reports, coordinating volunteers, working with Commission leadership on key stories, and liaising with the Publications Committee;

8. Support Specialist Groups and Task Forces

- Provide targeted support to key Specialist Groups and Task Forces as assigned by the WCPA Chair
- Maintain and update a database of SG and TF leaders within the Commission

Contract Duration and Workload

This position is expected to be approximately 3 days per week (0.6 FTE). Flexible work arrangements are possible, but the candidate must be able to meet key deadlines, attend virtual meetings across time zones, and support occasional in-person events as

required. The contract is expected to be renewable for up to four years, aligning with the IUCN quadrennium of 2025–2029, subject to satisfactory performance and funding availability.

Expected Qualifications

The position requires a Bachelor's or a Master's Degree in a field relevant to the mandate of the Commission. Language proficiency in English is a requirement with a preference for candidates fluent in additional languages including Spanish and French.

How to Apply

Submit your CV and a one-page cover letter detailing your suitability for the role [through this Google Form](#) by **September 30th, 2025**.