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PROGRAMME SPECIALIST (SCIENCE)

Post Number : SC 444

Grade : P-3

Parent Sector : Natural Sciences Sector (SC)

Duty Station: Paris

Job Family: Natural Sciences

Type of contract : Fixed Term

Duration of contract : 2 years with possibility of renewal

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 07-JUNE-2022

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

OVERVIEW OF THE FUNCTIONS OF THE POST

The Section of Basic Science, Research Innovation and Engineering provides an overarching platform to fulfil UNESCO's unique mandate in the Basic Sciences, Engineering, and STEM (Science, Technology, Engineering, and Mathematics) education. Its purpose is to build human and institutional capacities in the basic sciences and engineering through the development of policy, research, networks, educational and training activities. The Section also services the International Basic Sciences Programme (IBSP) and is the focal point for cooperation with ICTP, TWAS, CERN, SESAME and Scientific Unions and Institutions, with the UNESCO-affiliated Centres and Chairs in the field of STEM and manages the related science prizes.

Under the overall authority of the Assistant Director-General for Natural Sciences, and under the overall supervision of the Director of the Division of Science Policy and Basic Sciences (SC/PBS), and under the direct supervision of the Chief of the Section of Basic Science, Research Innovation and Engineering (PCB/RIE), the incumbent will develop and implement activities in research, science, technology and innovation and capacity building to strengthen the capacities of universities and research institutions in advancing STI agenda and will also develop and implement activities under the International Basic Sciences Programme (IBSP). The incumbent works within the frameworks of UNESCO's Medium Term Strategy (C/4), the approved Programme. In particular, S/he will:

- Assist in developing and ensuring the delivery of the expected results approved by UNESCO's governing bodies to build research and innovation capacities in the fields of basic sciences and engineering in Member States.
 - Plan and implement UNESCO Programme activities in the fields of the sciences within the framework of the International Basic Sciences programme (IBSP) in cooperation with other UNESCO units (including ICTP and TWAS), Institutions, NGOs, IGOs, and other relevant partners.
 - Contribute to the strengthening and extension of scientific networks and developing training opportunities for young scientists for the promotion of scientific capacity, in particular through International Basic Sciences Programme (IBSP).
 - Act as a support focal point for the UNESCO Chairs, Category-II Centres (Basic Sciences Engineering and all Chairs and Centres under RIE Section) under supervision of the RIE Chief of section and in cooperation with UNESCO affiliated Centres, Permanent Delegations to UNESCO.
 - Coordinate science and engineering publications, and disseminate capacity development materials, documents, and technical products and information to Member States.
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- Provide technical support for the preparation of the design and execution of strategic projects and new initiatives as well as for the operational development.
 - Work closely with the UNESCO field offices to provide technical support, develop comprehensive workplans, and ensure adequate monitoring of various projects, in line with the UNESCO rules and regulations.
 - Establish partnerships and contribute to resource mobilization by developing project proposals, submissions, and follow-up with reports and recommendations.

COMPETENCIES (Core / Managerial)

Accountability (C)

Innovation (C)

Knowledge sharing and continuous improvement (C)

Planning and organizing (C)

Results focus (C)

Teamwork (C)

Communication (C)

Building partnerships (M)

For detailed information, please consult the [UNESCO Competency Framework](#).

REQUIRED QUALIFICATIONS

Education

- Advanced university degree (Master's or equivalent) in one of the fields of Basic Sciences or Natural Sciences.

Work Experience

- Minimum four (4) years of relevant professional experience in the fields of Basic Sciences or Natural Sciences of which preferably 2 years acquired at international level.
- Experience in implementation and management of Basic Sciences programmes (regional or international).
- Experience in coordination, monitoring and design of Basic Sciences programmes.

Skills and Competencies

- Good analytical, organizational and project management skills including organizing international seminars and conference.
- Excellent coordination and interpersonal skills.
- Knowledge of Results-Based Management.
- Ability to collect, consolidate, synthesize, and analyze information from various sources.
- Capacity to build and maintain effective working relations in a multidisciplinary and multicultural environment and with relevant institutions, intergovernmental and non-governmental organizations.
- Proven ability to communicate and negotiate effectively and persuasively (orally and in writing) with various stakeholders at all levels, within and outside the organization in Basic Sciences.
- Experience in establishing and maintaining professional scientific networks.
- Experience in fund-raising and other resource mobilization mechanisms and building partnerships for international science programmes.
- Ability to work effectively in a team and to maintain effective working relationships in a multicultural environment.
- Excellent project management and coordination skills, including organizing international seminars and conferences for Basic Sciences.
- Solid IT skills including knowledge of office software.

Languages

- Excellent knowledge of English (spoken and written).

DESIRABLE QUALIFICATIONS

Education

- Ph.D. or equivalent degree in the field of Basic Sciences and or Natural Sciences

Work Experience

- Experience with specialized agencies of the UN system and/or professional NGOs and/or organizations in scientific and technical cooperation.
- Experience and/or service in developing countries in the field of basic science.
- Experience in working with multi-stakeholders/international team, science projects.

Languages

- Good knowledge of French (written and spoken).
- Knowledge of another official UNESCO language (Arabic, Chinese, Russian or Spanish).

BENEFITS AND ENTITLEMENTS

UNESCO's salaries consist of a basic salary and other benefits which may include if applicable: 30 days annual leave, family allowance, medical insurance, pension plan etc.

For full information on benefits and entitlements, please consult our [Guide to Staff Benefits](#).

SELECTION AND RECRUITMENT PROCESS

Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the [UNESCO careers website](#). No modifications can be made to the application submitted.

The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview.

UNESCO uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.

UNESCO recalls that paramount consideration in the appointment of staff members shall be the necessity of securing the highest standards of efficiency, technical competence and integrity. UNESCO applies a zero-tolerance policy against all forms of harassment. UNESCO is committed to achieving and sustaining equitable and diverse geographical distribution, as well as gender parity among its staff members in all categories and at all grades. Furthermore, UNESCO is committed to achieving workforce diversity in terms of gender, nationality and culture. Candidates from non- and under-represented Member States are particularly welcome and strongly encouraged to apply. Individuals from minority groups and indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the highest level of confidentiality. Worldwide mobility is required for staff members appointed to international posts.

UNESCO does not charge a fee at any stage of the recruitment process.

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