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PROGRAMME SPECIALIST (SCIENCE)

Post Number : SC 368

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

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 03-APR-2022

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

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Assistant Director-General, Natural Sciences (ADG/SC), the functional authority of the Director of the Division of Ecological and Earth Sciences and the direct supervision from the Chief of Section for Earth Sciences and Geoparks, the incumbent is responsible for programme and project work, advice, assessment, research and knowledge management, support to Member State governance and coordinating mechanisms and secretariats, networking, partnerships and resource mobilisation.

The incumbent works within the frameworks of UNESCO's Medium Term Strategy (C/4), the approved Programme and Budget (C/5) and global development plans, like the SDGs. In particular the incumbent will:

- Participate in the planning, and preparation of meetings of the UNESCO Global Geoparks Council and the International Geoscience Programme Council. Participate in the management of the IGCP programme (planning and coordination of project assignments, funding and monitoring of outputs).
 - Participate in the promotion, conceptualization, coordination, monitoring and implementation of programmes, projects, assessments, and activities related to earth sciences and ensure technical backstopping and support for projects, events, Field Offices and diverse institutions.
 - Identify opportunities to support joint research and training projects to improve understanding of Earth resources, geological hazards and the impact of Climate Change
 - Perform international, national and regional capacity building related activities in the field of earth sciences in cooperation with field offices and partners. Appraise and analyse capacity building and training systems by theme or geographical region and recommend capacity building activities, trainers and modules. Monitor and report on the type and level of courses organised as well as on the number of people trained by disaggregating the information by country, gender, level and thematic areas.
 - Remain updated with developments in the field of earth sciences and contribute to the provision of technical and policy advice to representatives of Member States, delegations, relevant ministries, and colleagues.
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- Solicit and provide content to relevant policy documents, reports, pedagogical resources, publications, scientific correspondence and outreach and awareness raising materials, including web based and social media and participate in the development of a database on the IGGP for strategic scenario planning.
 - Undertake relevant, statistical and analytical work on earth sciences policy, planning and management and carry out trend analysis. Support Member States, as required, in their completion of statutory data collection and reporting.
 - Contribute to resource mobilization for Earth Sciences by developing project proposals, based on situational analysis and needs assessments, dealing with partners and donors and preparing and following up on submissions.
 - Contribute to the mobilisation of national, regional, and international partners working on Earth Science related issues to support Member States.
 - Perform research and analysis ensuring regular dissemination of information to the broader scientific community via the web and or printed content.

COMPETENCIES (Core / Managerial)

Accountability (C)

Innovation (C)

Knowledge sharing and continuous improvement (C)

Planning and organizing (C)

Results focus (C)

Teamwork (C)

Communication (C)

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

REQUIRED QUALIFICATIONS

Education

- Advanced university degree (Master's or equivalent) in Geological Sciences or a related field within the natural sciences.

Work Experience

- Minimum 4 years of relevant professional experience in the areas of Geological Sciences, of which preferably 2 years acquired at the international level.
- Experience in international training and capacity building, research and project management.
- Track record of relevant scientific publications related to geological sciences.
- Experience in proposal writing, resource mobilization and partnership building.

Skills and Competencies

- Good conceptual, analytical, research and organizational skills.
- Capacity to organize and carry out research and training at international level and in project formulation, implementation, and evaluation.
- Strong analytical, communication and advocacy skills.
- Ability to carry out quality research and produce papers related to geological sciences
- Excellent drafting skills with ability to produce high quality reports and papers on scientific, technical, and strategic issues.
- Ability to plan and organize training courses, projects and workshops on geological sciences and related technologies.
- Demonstrated capacity to provide guidance and to motivate a multicultural team with sensitivity and respect for diversity.
- Ability to communicate (written and oral) persuasively with various stakeholders, within and outside the organization and through various channels including the web and social media.
- Good level of autonomy.

Languages

- Excellent knowledge (written and spoken) of English

DESIRABLE QUALIFICATIONS

Education

- Ph.D. or equivalent degree in the field of Geological Sciences.

Work Experience

- Experience within a United Nations agency or programmes or within an international organization.
- Experience in planning and organization of training sessions and international scientific and technical workshops and seminars focusing on geology and earth sciences.

Skills and Competencies

- Ability to work effectively in a complex and changing environment.
- Ability to work in close partnership with a wide range of national, regional and international scientific organizations, professional organization especially related to Earth Sciences processes.
- Good knowledge of UNESCO – IGGP Programme and knowledge of UNESCO's work and programmes in the area of Natural Sciences.

Languages

- Good knowledge (written and spoken) of French.
- 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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UNESCO applies a zero tolerance policy against all forms of harassment