

PROGRAMME SPECIALIST (NATURAL SCIENCES) 1

Post Number : 4KZSC0001RP

Grade : P-3

Parent Sector : Natural Sciences Sector (SC)

Duty Station: Almaty

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) : 31-JULY-2023 (Extended)

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), and direct supervision of the Director of the UNESCO Almaty Office, the incumbent will assist the Member States of the Almaty cluster office (Kazakhstan, Kyrgyzstan, Tajikistan and Uzbekistan) in the preparation, execution and monitoring, as well as in the follow up of UNESCO Programmes and activities in the field of Natural Sciences notably in terrestrial environmental, water sciences, and disaster vulnerability and risk management.

In particular, the incumbent will:

- Coordinate and monitor development and implementation of programme and projects in the areas of Natural Sciences including the Ecological and Earth Sciences, the Man and Biosphere Programme (MAB), the International Geoscience and Geoparks Programme (IGGP) the International Hydrological Programme (IHP) and the Policy and Capacity building, the International Basic Sciences Programme (IBSP).
- Contribute to the planning, designing, coordination and implementation of activities in the Region through cooperation with the relevant UN Specialized Agencies represented in Asia.
- Promote UNESCO Almaty Office's and Asian Regional inter-disciplinary / multi-disciplinary team efforts, particularly in the fields of climate change, disaster risk reduction and local and indigenous knowledge.
- Maintain strategic partnerships with other UN Agencies, particularly the United Nations Environment Programme (UNEP), and Multilateral and Bilateral Development partners in order to foster opportunities for joint programming activities related to Natural Sciences, within the context of UN Reform, Common Country Assessments (CCAs), and UN development models.

COMPETENCIES (Core / Managerial)

Communication (C)

Accountability (C)

Innovation (C)

Knowledge sharing and continuous improvement (C)

Planning and organizing (C)

Results focus (C)

Teamwork (C)

Professionalism (C)

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

REQUIRED QUALIFICATIONS

[Education](#)

- Advanced university degree (Master's or equivalent) in Natural Sciences.

Work experience

- A minimum of 4 years of professional experience in Water Science, Hydrology, Ecological Science, of which preferably 2 years acquired at international level.
- Track record in resource mobilization, partnership development and communication.
- In-depth experience in development projects and in research and technical training in Natural Sciences.

Skills/Competencies

- Proven ability to prepare high quality and high impact technical documents and reports.
- Capacity to build and maintain partnerships with internal and external stakeholders.
- Demonstrating fund-raising and resource mobilization abilities.
- Ability to provide specialized and technical advice.
- Ability in planning and setting up training courses.
- Ability to supervise staff and teams and to maintain effective working relations in a multicultural environment.

Languages

- Excellent knowledge (written and spoken) of English and
- Very good Knowledge (written and spoken) of Russian.

DESIRABLE QUALIFICATIONS

Skills/Competencies

- Familiarity with the political context and region.
- Familiarity with the work and general functioning of international organizations and/or the United Nations system.
- Knowledge of UNESCO's standard-setting instruments and programmes in the field of natural sciences.

Languages

- Knowledge of other UNESCO official languages (Arabic, French, Chinese, 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.

The approximate annual starting salary for this post is 86 435 US \$.

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 ([last update here](#)) 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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