

COORDINATOR, WORLD WATER ASSESSMENT PROGRAMME

Post Number: 1ITSC 00010S

Grade: D-1

Parent Sector: Natural Sciences Sector (SC)

Duty Station: Perugia

Job Family: Natural Sciences

Type of contract: Fixed Term

Duration of contract: 2 years, renewable

Recruitment open to: Internal and external candidates

Application Deadline (Midnight Paris Time): 20 December 2024

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 for Natural Sciences, and direct supervision of the Director of the Division of Water Sciences of UNESCO and Executive Secretary of the Intergovernmental Hydrological Programme (IHP), the incumbent will:

- Be responsible for the World Water Assessment Programme Secretariat in ensuring coordination, production, communication and development of the World Water Development Reports (WWDRs) and related water policy documents.
- Be responsible for the development of the Global assessments of freshwater resources.
- Contribute, in coordination with IHP, to the communication activities related to the water sciences programmes, the production of water and gender data and information and capacity development activities related to its focus.
- Contribute to the implementation of the ninth phase of IHP and the preparation of meetings of the Intergovernmental Council and bureau of the IHP.
- Provide intellectual, strategic, and operational leadership in the planning, coordinating, and executing of WWAP-related activities and managerial leadership for the WWAP Secretariat.
- Ensure the development /implementation of organizational and resource mobilization strategies for WWAP activities and the management of its personnel (more than 10 technical and administrative staff), the facilities, financial operations, and security requirements in line with UNESCO's policies and procedures. For these purposes, the incumbent will develop overall strategies and work plans, implement effective internal controls, and manage the funds for WWAP by following UNESCO rules and regulations.

As responsible for the production of the periodic WWDRs, the incumbent will:

- Develop and present the general program for its development to all relevant partners, including UN-Water.
- Coordinate the timely implementation of all activities leading to their production.

- Coordinate the contributions of United Nations partners and members, scientists, professional individuals, and organizations in preparing the WWDRs through appropriate and effective channels and establish relevant co-publishing arrangements with United Nations system entities and other entities as needed for WWAP/WWDR products in line with UNESCO procedures.
- Maintain close consultative relations with UNESCO's Water Family and with UN-Water regarding the overall content of the WWDRs, and prepare related progress reports for IHP, the donors, UN-Water, and other relevant partners.
- Maintain relations with the local and international water research community and relevant administrative authorities of host countries.

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)

Building partnerships (M)

Driving and managing change (M)

Leading and empowering others (M)

Making quality decisions (M)

Managing performance (M)

Strategic thinking (M)

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

REQUIRED QUALIFICATIONS

Education

- Advanced university degree (Master's or equivalent) in freshwater sciences or environmental sciences with specialization in water or other related field.

Work Experience

- A minimum of 15 years of progressively responsible relevant professional experience at the appropriate management level within the United Nations system or within other international institutions, including comprehensive experience in development issues related to UNESCO's areas of competence, of which preferably 7 years acquired at international level.
- Sound experience and proven success in resources and partnership mobilization.

- Experience in advocacy and communicating water/environmental issues and related authoritative documents.
- Specialization and/or substantive experience in freshwater sciences or environmental sciences with specialization in water and an established scientific reputation in water or environmental research, evidenced by scientific publications and records.
- Experience in the field of multilateral cooperation and development.

Skills/Competencies

- Knowledge of and commitment to UNESCO's mandate, vision, strategic direction and priorities.
- Good knowledge of UNESCO programmes and policies in water sciences and of international development policies and institutions.
- Demonstrated strategic planning and management abilities, including the capacity to administer extensive programmes for human and financial resources.
- Capacity to provide intellectual leadership to guide staff and build trust, manage, lead and motivate a large and diversified body of staff in a multicultural environment with sensitivity and respect for diversity.
- Proven ability to work collaboratively and to build relationships and consensus with diverse groups of intergovernmental and non-governmental organizations, individuals, and relevant institutions.
- High sense of objectivity, professional integrity, diplomacy, tact, and political astuteness.
- Demonstrated skills in science communication and advocacy.
- Excellent interpersonal and communication skills with solid representational abilities in front of a broad range of stakeholders, including the news media.
- Analytical and organizational skills, including establishing plans and priorities, effective implementation, and devising implementation plans.
- Sound judgment and decision-making skills.
- Ability to identify key strategic issues, objectives, opportunities and risks.
- Proven experience in raising funds.
- Knowledge of gender issues related to water.

Languages

- Excellent knowledge of English (oral and written).

DESIRABLE QUALIFICATIONS

Education

- Ph.D. in natural sciences, especially in water sciences and environmental sciences, with a specialization in water and other related field.

Work Experience

- Experience conducting policy dialogue at government and non-government levels or in public and private sectors.
- Experience in research work and/or teaching at a university or research institution.
- Experience in the field.
- Good knowledge of the United Nations system.

Languages

- Knowledge of another official language of UNESCO (French, Arabic, Chinese, Russian and/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.

The approximate annual starting salary for this post is US \$ 145,039.

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.

Please note that UNESCO is a non-smoking Organization.