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MLPP 2022_HEAD OF THE IOCARIBE SECRETARIAT

Post Number : MLPP 2022_3COIOC0001RP

Grade : P-4

Parent Sector : Intergovernmental Oceanographic Commission (IOC)

Duty Station: Cartagena

Job Family: Programme Coordination

Type of contract : Fixed Term

Duration of contract : 2 years

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 18-JULY-2022 [EXTENDED]

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

This position is part of the [Mid-Level Professionals Programme \(MLPP\)](#).

We strongly encourage applicants from non- and under-represented Member States to apply.

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Assistant Director-General for the Intergovernmental Oceanographic Commission (IOC) and the direct supervision of the Head, IOC Marine Policy and Regional Coordination Section (IOC/MPR), the incumbent is responsible for leading the Secretariat for the IOC Sub-Commission for the Caribbean and Adjacent Regions (IOCARIBE).

In particular, the incumbent shall perform the following tasks:

- Advance the work of IOC and engage current and potential members and partners in the region within the framework of the IOC.
- Lead, coordinate, and facilitate the development and implementation of IOC Medium-Term Strategy and Programme and Budget, and global programmes related to ocean research, sustained ocean observations and services, the development of science/policy interface, the generation of scientific knowledge to support sustainable ocean management and capacity development in the region.
- Exercise leadership and strategic thinking in developing, planning and implementing IOC programmes/ activities responding to the existing and emerging priority needs and specific interests of Member States in the region and support the implementation of IOCARIBE workplan as defined by the Sub-Commission.
- Pursue partnerships and resource mobilization opportunities with governments, other UN agencies, the research, development and donor communities, with a view to implementing IOC Medium-Term Strategy, the IOC Capacity Development Strategy and programmes in the region and contributing to the attainment of the UN Sustainable Development Goals.
- Facilitate the coordination of regional activities in support of the UN Decade of Ocean Sciences for Sustainable Development focusing on engagement of ocean stakeholders from science, policy, industry and civil society, the convening of regional task groups, supporting the design of Decade Actions, and identification of capacity development needs.
- Ensure the smooth functioning of the Regional Secretariat, oversee the Secretariat's human resources and their performance, prepare and monitor the budget for the Sub-Commission including extrabudgetary contributions, in line with UNESCO's policies and procedures.
- Represent IOC, the Sub-Commission and UNESCO at the UN and other partner organizations' intergovernmental and technical meetings, as appropriate.

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](#).

QUALIFICATIONS

Education

- Advanced University degree (Master's degree or equivalent) in ocean science, marine policy, ocean governance, integrated ocean management or related area.

Work Experience

- Minimum of seven (7) years of progressively responsible relevant professional experience in the field of ocean science, and/or ocean management, of which preferably three (3) years acquired at

the international level.

- Working experience in coordinating multi-disciplinary science portfolios, managing and implementing international and multi-stakeholders projects/programmes, and communication activities.

Technical Knowledge

- Demonstrated capacity to design, integrate multi-disciplinary scientific inputs to deliver tools, new knowledge and technical capacities aimed at enhancing ocean sustainability actions of Member States.

Skills & Competencies

- Demonstrated leadership, management and supervisory skills.
- Strong analytical and conceptual skills and ability to communicate effectively both orally and in writing leading to alliances and partnerships through consensus and persuasion.
- Good knowledge of the UN wide system and the global development agenda and relevant UN processes relevant to the ocean.

Languages

- Excellent knowledge of English and good working knowledge of Spanish.
- Knowledge of other UNESCO official languages (Arabic, Chinese, French or Russian) is an asset.

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 ([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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