

## PROGRAMME SPECIALIST (NATURAL SCIENCES)

Post Number : 3JMSC0003RP

Grade : P-4

Parent Sector : Field Office

Duty Station: Kingston

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) : 22-JAN-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 (ADG/SC) and the direct supervision of the Director of the UNESCO Regional Office for the Caribbean in Kingston, the incumbent will work in collaboration with Natural Sciences specialists in UNESCO Headquarters and other regional offices in Latin America and the Caribbean, to develop, monitor and implement SC activities in the Caribbean region.

Within the Natural Sciences programmes, the incumbent will contribute to strengthening collaborative relationships with Member States; National Commissions for UNESCO and relevant Ministries, promoting Natural Sciences for Sustainable Development within the framework of the Science Policy and Basic Sciences (PBS), Open Science, International Basic Sciences Programme (IBSP), and Science, Technology, Engineering and Mathematics (STEM), mainly benefiting Small Island Developing States (SIDS) in the Caribbean region.

Moreover, the incumbent will liaise with the SIDS Section in UNESCO Headquarters, the Intergovernmental Oceanographic Commission (IOC) and the IOC Sub-Commission for the Caribbean and Adjacent Regions (IOCARIBE) to develop synergies for the purpose of intersectoral initiatives in the interest of SIDS in the Caribbean, as well as joint activities, programmes or projects. The incumbent will also contribute within his/her field of competence to the United Nations (UN) joint activities and programmes in the seven UN Country Teams of the Region and represent the UNESCO Natural Sciences Sector in the UN working groups dealing with the Natural Sciences focus areas.

The incumbent will work within the frameworks of UNESCO's Medium-Term Strategy (C/4), Approved Programme and Budget (C/5) and 2030 Agenda for Sustainable Development, plans and other relevant regional SIDS agendas.

In particular, the incumbent will:

- Conceptualise, design, plan, develop, coordinate, monitor and implement work plans for major areas of the Natural Sciences Sector Strategy in line with UNESCO's Medium-Term Strategy (C/4), Approved Programme and Budget (C/5) and its corresponding programmes, projects and activities aimed at improving Member States' national capabilities for the sustainable integrated management of natural resources.
- Develop and implement programme activities promoting research and assist Caribbean Member States in needs' identification, provide advice on cooperation between regional and

international centres, and prepare studies, assessments, analysis, peer reviews as well as gather data and disseminate information.

- Develop, coordinate and manage international and national capacity-building activities.
- Provide expert assistance and technical support to Caribbean Member States, line Ministries, and officials in other levels of government to enable the formulation of sound policy advice and associated implementation of strategies, and sector plan development and sector management for areas related to Natural Sciences.
- Advise and support the Governments in the identification, formulation and implementation of Natural Sciences and contribute to enhancing regional governance and cooperation to strengthen and expand related agendas and projects.
- Provide specialized advice, technical support, and backstopping to other UNESCO multi-sectoral and national field offices, SC-related Category I and Category II Centres, UNESCO Chairs and Institutes, peers, and internal and external colleagues in the Caribbean region.
- Plan, develop and implement outreach strategies and strengthen networks, for improved services and knowledge sharing, increased partnerships, joint programming and integration to regional and international infrastructures.
- Mobilise and coordinate national, regional and international partners working on key strategic issues of the Natural Sciences Sector to support Member States in the region.
- Mobilise extra-budgetary resources and develop a funding strategy, engaging with donors to generate extra-budgetary resources, to support sector-wide planning, science policy analysis, Natural Sciences Sector assessment and management among Member States in line with country policy priorities, the international, national and regional Natural Sciences Sector Support Strategy and UNESCO's overall resource mobilisation strategies.
- Ensure project management, technical, financial and human resources management.
- Coordinate and supervise staff of the Natural Sciences team, including the identification of human resources needs.

### **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)

Leading and empowering others (M)

Making quality decisions (M)

Managing performance (M)

Strategic thinking (M)

Driving and managing change (M)

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

### **REQUIRED QUALIFICATIONS**

#### **Education**

- Advanced University degree (Master's or equivalent) in the field of Natural Sciences, Engineering or a related field.

### **Work Experience**

- Minimum of seven (7) years of progressively responsible relevant professional experience in the field of science, of which preferably three (3) years acquired at the international level.
- Experience in planning, developing, implementing, managing, coordinating and evaluating programmes.
- Experience in managing large-scale projects.
- Experience in fund raising and resource mobilisation.
- Experience in leading and managing teams of professionals in a multicultural work environment with sensitivity and respect for diversity.

### **Skills/Competencies**

- Ability to translate strategy into priorities and actions, and to develop and implement strategic projects and initiatives.
- Strong analytical and problem-solving skills.
- Ability to identify key strategic issues, objectives, opportunities and risks.
- Ability to build, develop, and maintain partnerships, and to coordinate, negotiate and deal with partners and networks.
- Proven capacity to produce high-quality analytical reports.
- Excellent written and oral communication skills.
- Solid advocacy and diplomacy skills and ability to communicate effectively and persuasively to a wide range of stakeholders.
- Good knowledge of the regional geopolitical context, challenges and priorities.

### **Languages**

- Excellent knowledge of English.

## **DESIRABLE QUALIFICATIONS**

### **Education**

- Ph.D. related to the field of Natural Sciences, engineering or a related field.

### **Work Experience**

- Experience in the organisation and coordination of international workshops, meetings and events.
- Experience with Small Islands Developing States.
- Experience within government in the field of Natural Sciences.
- Experience with specialized agencies of the UN system and/or professional NGOs and/or organizations for international technical cooperation.

## **Skills/Competencies**

- Knowledge of the 2030 Agenda for Sustainable Development.
- Good knowledge of the UNESCO SC and IOC Programmes, knowledge of the SIDS programme.

## **Languages**

- Knowledge of another official language of UNESCO (Arabic, Chinese, French, 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 106,435 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.*