

PROGRAMME SPECIALIST

Post Number : SC 239

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, renewable

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 03-NOV-2023

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), guidance from the Director of the Division for Science Policy and Basic Sciences and direct supervision of the Chief of Section, the incumbent is responsible for the development and dissemination of the UNESCO Science Report. S/he is responsible for a wide range of programme management and implementation activities, from fundraising to design, monitoring and reporting, including the overall coordination of an inclusive, consultative and transparent process of development of the UNESCO Science Report. The incumbent is also responsible for the development and implementation of projects and programmes involving science communication in the context of the overall Science Technology and Innovation (STI) Policy Programme. The incumbent works within the frameworks of UNESCO's Medium-Term Strategy (C/4), the approved Programme.

In particular, the incumbent will:

- Coordinate the overall development of the UNESCO Science Report, including the consultative, inclusive and transparent processes involving internal and external scientific partners and experts, including UN and regional entities, experts from UNESCO headquarters (HQ) and Field Offices and other relevant actors that will guide the choice of the issues to present, the frequency of the different editions, the methodology, peer review process, the contributors and the relevant additional partners.
- Coordinate the production, including collection of inputs, drafting, graphic design and layout, printing and translations, as well as development and implementation of a plan for communication and dissemination of the UNESCO Science Report to contribute global science advisory mechanisms and evidence-based policy-making, benchmarking and peer-learning.
- Plan, develop and implement projects and programmes in collaboration with relevant partners, including science museums and associations for science popularisation, to effectively use science communication to increase scientific literacy and popularisation of science in the context of the overall Science Technology and Innovation (STI) Policy Programme.
- Assess linkages of programme work and evaluate impact of activities. Evaluate and report on progress. Analyse current practices and scientific developments and translate into relevant programme and project actions and reports.
- Additional activities that may be required to ensure the success of the team's work.

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)

Strategic thinking (M)

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

REQUIRED QUALIFICATIONS

Education

- Advanced University degree (Master's or equivalent) in one of the natural sciences, science policy and/or related fields.

Work Experience

- Minimum four (4) years of relevant working experience in the fields of natural sciences, science policy and/or related fields, of which preferably two years acquired at international or intergovernmental level.
- Proven experience of coordination, management, implementation and monitoring of sciences/science policy programmes (regional or international).
- Relevant experience in advocacy, resource and partnership mobilisation.

Skills and competencies

- Excellent project management skills, including knowledge of results-based management.
- Good analytical skills including collecting, consolidating and interpreting data from various sources; assessing information objectively, evaluating the reliability of information, and synthesising findings to support decision-making and conclusions.
- Excellent coordination and interpersonal skills.
- Ability to communicate effectively and persuasively (orally and in writing) with various stakeholders at all levels, within and outside the organisation in Sciences/science policy.
- Excellent coordination and interpersonal skills.
- Experience in establishing and maintaining professional and scientific networks.
- Experience in fund-raising and other resource mobilisation mechanisms and building partnerships for international science programmes.
- Solid IT skills including knowledge of Microsoft Office software, databases, spreadsheets, statistical software, and data visualisation tools.

Languages

- Excellent knowledge (written and spoken) of English and/or French and working knowledge of the other.

DESIRABLE QUALIFICATIONS

Education

- Ph.D. or equivalent degree in one of the fields of Natural Sciences; Science, Technology and Innovation Policy and/or other relevant fields.

Languages

- Knowledge of other official UNESCO languages (Arabic, Spanish, Chinese, or Russian).

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 97,784.53 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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