

# ASSOCIATE PROGRAMME SPECIALIST (NATURAL SCIENCES)

Post Number : SC 163

Grade : P-2

Parent Sector : Natural Sciences Sector (SC)

Duty Station: Paris

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) : 28-MAR-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 the Natural Sciences' Sector (ADG/SC), guidance from the Director of the Division of Science Policy and Basic Sciences, and the direct supervision of the Chief of Section for Science, Technology and Innovation (STI) Policy, the incumbent will be responsible for providing professional and technical support, research and analysis to sectional and divisional work as well as cross-sectional, divisional and programmatic activities and initiatives specifically related to the implementation of the 2021 UNESCO Recommendation on Open Science, science communication and popularization of science. H/she will work within the frameworks of UNESCO's Medium-Term Strategy (C/4), the approved Programme and Budget (C/5), Sustainable Development Goals (SDGs) as well as any relevant global or regional development plans.

In particular the incumbent will:

- Support the implementation of the 2021 UNESCO Recommendation on Open Science by assisting in the organization of expert and governmental meetings, drafting background documents and reports, conducting research, compiling analysis and data for various publications, projects, and policy proposals. In addition, maintain and expand contacts with open science actors and networks, including scientific and research institutions.
- Assist in gathering data and statistics and contribute to reports that monitor the implementation of the 2021 UNESCO Recommendation on Open Science as well as associated programmes and projects financed through regular and extra-budgetary funds. Additionally, provide briefings to UNESCO's Field Offices or Headquarters as required.
- Support the design, coordination, and implementation of innovative science communication approaches, including managing the UNESCO Kalinga Prize for Science Popularization and World Science Day.
- Contribute to project planning and implementation, particularly in coordinating capacity-building activities for science museums and technology parks. Additionally, assist in maintaining communication tools such as websites, social media, and exhibitions.
- Update and improve databases, indexes, and other information systems (mailing and distribution lists, etc.), as well as assist in the evaluation of UNESCO Chairs and University Twinning and Networking Programme (UNITWIN) Networks and Category II Centres under the auspices of UNESCO.

## COMPETENCIES (Core / Managerial)

Accountability (C)

Communication (C)  
Innovation (C)  
Knowledge sharing and continuous improvement (C)  
Planning and organizing (C)  
Professionalism (C)  
Results focus (C)  
Teamwork (C)

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

## **REQUIRED QUALIFICATIONS**

### ***EDUCATION***

- Advanced university degree (Master's or equivalent) in one of the relevant fields of basic sciences, natural sciences and/or STI.

### ***WORK EXPERIENCE***

- Minimum 2 (two) years of progressively responsible/relevant professional experience in one of the fields of basic sciences, natural sciences or STI, of which 1 (one) year acquired in an international environment.
- Proven experience of developing, implementing, and managing international scientific projects.

### ***SKILLS AND COMPETENCIES***

- Good analytical, organizational and project management skills with a good level of autonomy including organizing international meetings and events.
- Excellent written and oral communication skills
- Ability to collect, consolidate, synthesize, and analyse information from various sources.
- Capacity to build and maintain effective working relations in a multidisciplinary and multicultural environment and with relevant institutions, intergovernmental and non-governmental organizations.
- Ability to communicate and negotiate effectively and persuasively with various stakeholders at all levels and through various channels.
- Ability to effectively work in a team and maintain working relationships in a multicultural environment.
- Proficiency in IT skills on office software.

### ***LANGUAGE***

- Excellent knowledge of English.

## **DESIRABLE QUALIFICATIONS**

### ***EDUCATION***

- Advanced University degree (PhD or equivalent) in one of the relevant fields of basic sciences or natural sciences.

## **WORK EXPERIENCE**

- Experience within a United Nations Agency(ies), programme(s) or international organization(s).
- Experience in establishing and maintaining professional networks.
- Experience in research and analysis in the field of natural sciences.

## **SKILLS AND COMPETENCIES**

- Ability to work effectively in a complex and changing environment.
- Ability to work in close partnership with a wide range of national, regional and international scientific organizations, and/or professional organizations especially related to STI.
- Good knowledge of UNESCO's work and programmes in the area of natural sciences.

## **LANGUAGE**

- Good working knowledge of French.
- Knowledge of another official UNESCO language (Arabic, Chinese, Russian 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 71 053 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 applies a zero tolerance policy against all forms of harassment.

UNESCO is committed to achieve and sustain 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. Individuals from minority groups, indigenous groups and persons with disabilities, as well as nationals from non-and under-represented Member States ([last update here](#)) 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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