

## PROGRAMME SPECIALIST (NATURAL SCIENCES)

Post Number : SC 472

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

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 05-APR-2024

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

Under the overall authority of the Assistant Director-General for Natural Sciences' Sector (ADG/SC), guidance from the Director of the Division of Ecological and Earth Sciences (SC/EES) and Secretary of the Man and the Biosphere (MAB) programme, and direct supervision from the Chief of Section on MAB Networking: Biosphere Reserves and Capacity Building (SC/EES/NBC), the incumbent will be responsible for ensuring the development, funding and delivery of initiatives, projects and programmes in relation to research, capacity building, education, networking, policy advice and public outreach in the field of ecological sciences under the MAB programme.

He/she will support the implementation of the MAB strategy and action plan, prepare documentation, plan, and organize the work of MAB's governing bodies. He/she will implement outreach, tracking and reporting work on behalf of the Secretariat of the MAB programme and its geographical and thematic networks. Additionally, he/she will advise and report on regular and extra-budgetary programme design, guidelines, resources, and progress, and ensure the implementation of work plans and the achievement of related outcomes described in UNESCO's medium-term strategy and in the MAB implementation strategy.

More specifically, the incumbent will:

- Contribute to the design, development, implementation and monitoring of programmes and project activities in line with the MAB strategy and World Network of Biosphere Reserves (WNBR) action plan, focusing on priority areas related to biodiversity issues and sustainable management of socio-ecological systems.
- Support the Organization and production of documentation for statutory meetings; provide guidance to the process of new biosphere reserve nominations and ensure their monitoring with respect to the periodic review process.
- Coordinate and implement activities within the framework of MAB networking and capacity building in close partnership with UNESCO field offices especially those covering her/his regional responsibilities.
- Assist Member States, MAB National Committees and stakeholders in the implementation of the MAB programme's priorities outlined in the MAB strategy and action plan; contribute to the

maintenance and development of MAB databases by ensuring regular gathering of updated information of the thematic and regional networks.

- Support inter-regional and international activities and exchange of best practices within the MAB programme and its WNBR to build capacity of Member States especially in the region and thematic areas under her/his responsibilities.
- Contribute to the coordination and production of high-quality data, tools, and methodologies to support the implementation of the MAB programme and sustainable management of biosphere reserves; support the publication and dissemination of guidelines and other policy and capacity development materials, documents, and technical products to enhance knowledge sharing within the MAB networks.
- Contribute to the fundraising efforts of the Division, engaging proactively in the drafting and presentation of new proposals for extra-budgetary funding as well as in the management of extra-budgetary projects.

### **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 the relevant field of ecological and/or environmental sciences or a related field within the natural sciences.

#### **WORK EXPERIENCE**

- Minimum of 4 (four) years of relevant professional experience in the areas of environmental sciences research and education, of which preferably 2 (two) years acquired at international level.
- Proven capacity to organize and carry out research and training courses at international level and in project formulation, implementation, and evaluation.
- Demonstrated professional experience in proposal writing, resource mobilisation and partnership building.
- Experience in establishing and maintaining professional scientific networks.

#### **SKILLS AND COMPETENCIES**

- Good conceptual, analytical, organizational and project management skills.
- Ability to carry out quality research and produce papers related to the ecological sciences and related fields such as climate science.
- Excellent drafting skills with ability to produce high quality reports and papers on scientific, technical, and strategic issues.
- High level of autonomy.

- Capacity to build and maintain effective working relations in a multidisciplinary and multicultural environment and with relevant institutions, and intergovernmental and non-governmental organizations.
- Ability to communicate and negotiate effectively and persuasively with various stakeholders, within and outside the organization and through various channels including the web and social media.

### **LANGUAGE**

- Excellent knowledge of English and working knowledge of French.

### **DESIRABLE QUALIFICATIONS**

#### **EDUCATION**

- Advanced university degree (PhD or equivalent) in the relevant field of environmental sciences with a major in ecology.

#### **WORK EXPERIENCE**

- Experience within a United Nations agency or programme or an international organization.
- Track record of relevant scientific publications related to ecological sciences and/or related fields.

#### **SKILLS AND COMPETENCIES**

- Ability to work effectively in a complex and changing environment.
- Demonstrated capacity to provide guidance and to motivate a multicultural team with sensitivity and respect for diversity.
- Familiarity with the UNESCO-MAB Programme, WNBR and knowledge of UNESCO's work and programmes in the area of natural sciences.

### **LANGUAGE**

- 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 90 260 US \$.

For more information in benefits and entitlements, please consult [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.