

PROGRAMME SPECIALIST (NATURAL SCIENCES)

Post Number : SC 474

Grade : P-4

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

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Assistant Director-General of the Natural Sciences' Sector (ADG/SC), guidance from the Director of the Division and Secretary of the Man and Biosphere (MAB) programme, and direct supervision by the Chief of the Section for Networking, Biosphere Reserves and Capacity Building, the incumbent will be responsible for the development, coordination, implementation and management of thematic and regional programme and activities related to MAB strategic priorities and programmatic priorities along the lines of the MAB strategy and World Network of Biosphere Reserves (WNBR) action plan.

The incumbent will deliver visible and high-quality expected results on assigned thematic areas to Member States. S/he will design relevant strategies, policies, objectives, and deliverables, define priorities, and manage extra-budgetary resources and related projects. Additionally, s/he will advocate organizational involvement and advise Member States on assigned thematic and regional responsibilities and provide technical backstopping to field offices. H/she will 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:

- Design, develop, coordinate, implement and monitor programmes and project activities in line with the MAB strategy and WNBR action plan, focusing on priority areas related to biodiversity issues and sustainable management of socio-ecological systems.
- Oversee the Organization and production of documentation for statutory meetings; support 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 initiatives related to networking and capacity building in close partnership with UNESCO's field offices especially those covering her/his regional responsibilities.
- Assist Member States, MAB national committees, and stakeholders in the implementation of the MAB programme priorities outlined in the MAB strategy and action plan; maintain relevant

MAB databases by ensuring regular gathering of updated information on thematic and regional networks.

- Support inter-regional and international activities and exchange of best practices within the MAB programme and its WNBR to build the capacity of Member States, especially in the region and thematic areas under her/his responsibilities.
- Coordinate the production of high-quality data, tools and methodologies to support the implementation of the MAB programme and sustainable management of biosphere reserves; coordinate 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 substantively to the fundraising efforts of the Division, taking a leading role 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)

Innovation (C)

Knowledge sharing and continuous improvement (C)

Planning and organizing (C)

Accountability (C)

Building partnerships (M)

Communication (C)

Driving and managing change (M)

Leading and empowering others (M)

Making quality decisions (M)

Managing performance (M)

Professionalism (C)

Results focus (C)

Strategic thinking (M)

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 7 (seven) years of relevant professional experience in the areas of environmental sciences research and education, of which preferably 3 (three) years acquired at international level.
- Proven capacity to organize and carry out research and training at international level and in project formulation, implementation, and evaluation.
- Track record of relevant scientific publications related to ecology and earth sciences.
- Demonstrated professional experience in proposal writing, resource mobilisation and partnership building.

SKILLS AND COMPETENCIES

- Good conceptual, analytical, research and organizational skills.
- Strong analytical, negotiating, communication and advocacy skills.
- Ability to conduct quality research and produce papers related to ecological and climate change topics.
- Excellent drafting skills with ability to produce high quality reports and papers on scientific, technical, and strategic issues.
- High level of autonomy.
- Proven ability to plan and organize training courses, projects, and workshops in related scientific and technical areas.
- Demonstrated capacity to provide guidance and motivate a multicultural team with sensitivity and respect for diversity.
- 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.
- Proven fundraising and project drafting experience and skills.

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 programmes or within an international organization.
- Experience in the planning and organization of training sessions, international scientific and technical workshops and seminars focusing on ecological processes and environmental sciences.

SKILLS AND COMPETENCIES

- Ability to work effectively in a complex and changing environment.
- 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 108 671 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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