

Title: National Programme Officer
Domain: *Natural Sciences*
Post Number: 6GHSC1002RP
Grade: NOB

Organizational Unit: Natural Science Sector
Primary Location: Accra, Ghana
Recruitment open to: Candidates with Ghanaian
Nationality(internal/external candidates)
Type of contract: Fixed Term Appointment
Annual salary: GHS 72,219
Deadline : **19th November 2015 Mid night (Accra time)**

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the authority of the Assistant Director General for Natural Sciences and direct supervision of the Head of the UNESCO Accra Office, the National Professional Officer for the Natural Science Sector will contribute to the implementation and development of programmes, projects and initiatives under Major Programme II (Natural Sciences), in close collaboration with the Science Divisions at Headquarters (Ecological and Earth Sciences, Water Sciences, Science Policy and Capacity Building) and colleagues at the national and regional offices in Africa and by carrying out analysis and research of current needs/ practices/ frameworks and trends, synthesizing findings, providing technical content and inputs, making recommendations for projects and activities and providing technical backstopping. The incumbent will participate and make substantive contributions in meetings organized by UNESCO and contribute substantially under the "Delivering as One" approach of the UN in Ghana and to the country's UNDAF processes. In particular, the incumbent will

- Contribute to the implementation of projects and initiatives in the field of Major Programmes (II) related to Ecological and Earth Sciences including Man and the Biosphere (MAB) Programme, Biosphere Reserves and natural disaster risk reduction within the context of the Post 2015 development Agenda and related SDGs, the New MAB Strategy (2015 -2025) and Action Plan (2016-2025) and the UN Post-2015 Framework for Disaster Risk Reduction (DRR); by analysing and evaluating projects and programme implementation. S/he will be responsible for identifying areas to be implemented and corrected. S/he will prepare reports and proposals setting out plans for implementation of programme and projects. As a team member in Africa, s/he will be responsible for mobilizing extrabudgetary resources and developing partnerships to enhance MAB programme and Biosphere Reserve applications and DRR related work in Ghana and in the region.
- Contribute to the development and implementation of water related projects and activities within the framework of International Hydrological Programme (IHP) and develop partnership with other water related programs/projects of UN agencies in Ghana, as well as those from national, regional and international organizations, NGOs and donor institutions and to enhance the impact of IHP delivery at national level. Contribute to science policy and capacity building work coordinated by the Division of Science Policy and Capacity Building and Regional Coordinators of Africa in these fields, and promote science in sustainable development through working with national authorities for science related international years and international science days. Assist in the organization of UNESCO related meetings and workshops through providing technical and logistical support in cooperation with National Commissions, government and UN partners and environmental institutions and maintain effective contact with National Commissions, MAB and IHP national committees, partners and donor institutions and related academic institutions and civil society organizations.

• REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree (Masters or equivalent) preferably in the field of ecological, earth sciences, environmental or water resources or in other natural sciences and engineering fields with a relevant combination of professional and academic qualifications.

WORK EXPERIENCE

- 2 to 4 years of progressively responsible relevant professional experience in the field of ecological, earth sciences, environmental or water resources or related natural sciences fields,
- Proven experience in fund-raising and resource mobilisation through negotiations with financial donors.

SKILLS/COMPETENCIES

- Good analytical skills. Excellent organizational and coordination skills.
- Good IT skills, ability to work in a multicultural environment, excellent interpersonal skills.
- Ability to build, maintain and enhance working relations with national/local authorities as well as key stakeholders in the civil society, such as national and international NGOs in the cluster countries and the region.

LANGUAGES

- Excellent knowledge of English.

DESIRABLE QUALIFICATIONS

EDUCATION

- Advanced university degree (Masters or equivalent) preferably in the field of ecological, earth sciences, environmental or water resources or in other natural sciences and engineering fields with a relevant combination of professional and academic qualifications.
- Professional experience in the field of environmental, earth or water sciences project management or related fields would be an asset

WORK EXPERIENCE

- 2 years of experience acquired at international level preferably in an international organization and/or at a relevant research institution.
- Experience working with government representatives and officials would be an asset.
- Experience in related fields, particularly in Western Africa (Sahel) would be an asset.

SKILLS/COMPETENCIES

- Capacity to establish partnership and coordination with a range of partners.
- Knowledge of the functioning of international organizations and /or the UN system.

LANGUAGES

- Knowledge of other official UN languages would be an asset.

BENEFITS AND ENTITLEMENTS

UNESCO's salaries in Ghana are calculated in Ghanaian Cedi and exempt from income tax. The annual salary for this post will start from GHS 72219.

Other benefits include: 30 days annual leave, family allowance, pension plan and medical insurance. More details on [the ICSC Web site](#). Please note that UNESCO is a non-smoking Organization.

HOW TO APPLY

All candidates should submit their application letter and CV to The Finance and Administrative Officer to accra@unesco.org using UNESCO CV standard (<http://en.unesco.org/careers/media/3705>) The deadline is **19th November 2015** at midnight (Accra time).

UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.

A WRITTEN EXAMINATION MAY BE USED IN THE EVALUATION OF CANDIDATES

UNESCO is committed to promoting geographical distribution and gender equality within its Secretariat. There, women candidates are strongly encouraged to apply and Persons with disabilities are also encouraged to apply.