

Title: Project Officer
Domain: Ecological and Earth Sciences
Grade: P3
Position Number: 1ITSC 0002PA
Organizational Unit: Natural Sciences Sector
Duty Station: Venice, Italy
Type of contract: Project Appointment
Duration of contract: 1 year with possibility of extension subject to availability of funds and performance
Annual salary: approx. 79 026 USD
Deadline (midnight, Paris time): 20 June 2019

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 Director of the UNESCO Regional Bureau for Science and Culture in 91 fcdY, and direct supervision of the head of the science unit at the Regional Bureau, the incumbent will be responsible for managing UNESCO's contribution to two European Union(EU) funded extrabudgetary projects, GEO4CIVHIC and SHELTER, as well as developing further partnerships and undertaking resource mobilization with the EU and other key stakeholders in the region in the area of the natural sciences. The incumbent will work within the frameworks of UNESCO's Medium Term Strategy (C/4), the approved Programme and Budget (C/5) and Agenda 2030. In particular, s/he will:

- Participate in the design, planning, development, coordination, monitoring and implementation of the UNESCO Regional Bureau's contribution to EUfunded projects in the field of the natural sciences, in particular the GEO4CIVHIC and SHELTER projects.
 - Identify and develop collaborative project proposals (including inter-sectoral collaboration) based on Member State needs and funding opportunities.
 - Monitor extra budgetary funded projects (notably GEO4CIVHIC and SHELTER) implementation and outputs within the Regional Bureau, in collaboration with HQ and external partners.
 - Contribute to the evaluation of and report on projects (notably GEO4CIVHIC and SHELTER), using relevant tools, including the System of Information on Strategies, Tasks and the Evaluation of Results (SISTER).
 - Remain aware in the natural sciences (notably disaster risk reduction), of advancements and best practices among development partners and competitors in order to advise the head of unit as well as exchange with external partners including National Commissions, ministries and specialized institutes.
 - Leverage relationships within and across teams at UNESCO while helping to build external partnerships and mobilizing resources. Contribute to the mobilization of and coordination with national, regional and international partners working on natural sciences issues, notably disaster risk reduction.
 - Contribute to resource mobilization for the region in the natural sciences by developing concept notes and project proposals on the basis of situational analysis and needs assessments and in accordance with the C/5.
 - Carry out project management for assigned projects, including backstopping, technical, financial and human resources management. Supervise project consultants where needed and follow through on the dissemination of project results.
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Competencies

A successful candidate will be required to demonstrate the following competencies:

Accountability
Communication
Teamwork
Innovation
Results focus
Planning and organizing
Knowledge sharing and continuous improvement

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

Required qualifications

Education

- Advanced University Degree (equivalent to Masters) in the natural and environmental sciences or a related field.

Work Experience

- Minimum of four (4) years of relevant progressively responsible professional experience in the natural and environmental sciences, and/or disaster risk reduction and climate change.
- Relevant experience in project management, notably in designing, planning, developing, monitoring and implementing projects in the natural and environmental sciences, and/or disaster risk reduction and climate change.

Skills and competencies

- Ability to work in a multi-skilled and multi-cultural teams.
- Excellent interpersonal communication (written and spoken) skills.
- Knowledge of UNESCO's mission and the Natural Sciences' Programme.
- Ability to build and maintain partnerships and fundraise in the area of the natural and environmental sciences, and/or disaster risk reduction and climate change.
- Strong IT skills including of standard office software.

Languages

- Excellent knowledge of English.
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Desirable qualifications

Experience

- Experience managing EU-funded projects.
- Experience acquired in South East Europe and the Mediterranean projects and/or at international level.
- Experience in managing projects within the UN System

Languages

- Good knowledge of French.
 - Knowledge of Italian language would be a strong asset.
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How to apply

Interested candidates should complete the attached UNESCO CV with a covering letter in English explaining their interest in the position and forward it electronically to the following e-mail address: PAvenice@unesco.org
Please indicate the position and vacancy number you are applying for. Incomplete UNESCO CV will not be processed.

*UNESCO is committed to promoting gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply. Persons with disabilities equally are encouraged to apply.
UNESCO applies a zero tolerance policy against all forms of harassment.*

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

Interested and suitable candidates should ensure that their application is submitted on or before Thursday **20 June 2019 (midnight, Paris time)**.

Please be advised that a written exam may be required.

Due to the large number of applications received, only applicants short-listed for interview will be contacted.

Benefits and entitlements

UNESCO's salaries are calculated in US dollars and are exempt from tax. Other benefits include: 30 days annual leave, medical insurance and pension plan.

Please note that UNESCO is a no-smoking Organization.
