

Title: Associate project Officer
(Only candidates who entitled to work in France can apply for this position)
Domain: SC/EES
Grade: SC-4D
Duty Station: Paris
Type of contract: Service contract-Temporary (11 months)
Monthly salary: 3726 Euros (Gross)
Deadline (*midnight, Paris time*): **6 February 2020**

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

Overview of the functions of the post

Under the general supervision of the Director of the Division of Ecological and Earth Sciences and under the direct supervision of the Biodiversity Focal point, the incumbent shall provide support to the Programme Specialist working on the implementation of the activities related to the contribution of UNESCO to biodiversity events in 2020. In particular S/he will:

- Assist in organizing the international, national workshops and conferences on biodiversity;
- Maintain contact and assist coordination with UNESCO colleagues and with the field offices involved in the IUCN World Congress, UN biodiversity summit and COP 15 of the CBD;
- Support the coordination meetings with all unesco staff colleagues and IUCN contacts involved;
- Coordinate the cooperation liaison with the IUCN partners as regards the side events and sessions and social media communication;
- Assist with the translation of documents in French;
- Ensure the inputs of the collected data into the social media and web for communication purpose and visibility;
- Attend MAB programme related biodiversity meetings and prepare minutes as required.
- Perform any other duties as need arises as regards biodiversity.

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

Master in ecology and/or biodiversity.

Work Experience

At least 3 years of relevant professional experience in biodiversity at national and/or international levels of which at least 1 year of relevant professional experience acquired within the UN system or another international organization.

Skills and competencies

Good interpersonal and communication skills, including ability to draft documents in French and/or English.

Good organizational and coordination skills.

Ability to work as part of a team, to take initiatives and provide quality and timely support and services.

Discretion, loyalty and diplomacy.

Community manager experience

Ability to work in an international and multicultural environment.

Flexibility to adjust to work schedules and priorities; capacity to work effectively under pressure.

Good IT skills, including MS Office (Word, Excel, PowerPoint, Outlook, etc.).

Languages

Excellent knowledge of French or English, good knowledge of the other language.

How to apply

Interested candidates should send their CV with a covering letter in English or French explaining their interest in the position and forward it electronically to the following e-mail address:

m.bouamrane@unesco.org.

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 06/02/2020 at midnight (Paris time). Only applicants short-listed for interview will be contacted.

Benefits and entitlements

For this position, the salary will be paid in Euros. Please note that UNESCO is a non-smoking Organization.
