

Post Title: National Professional Officer
Domain: Natural Sciences
Post Number: 4INSC 1002RP
Grade: NOB
Organizational Unit: Natural Sciences Sector
Primary Location: New Delhi, India
Recruitment open to: Internal and External candidates
Type of contract: Fixed Term
Annual salary: 1902148 Rupees
Deadline (*midnight, New Delhi*): 15 October 2017

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Assistant Director-General for Natural Sciences, the guidance of the Director, New Delhi Office and the immediate supervision of Programme Specialist in charge of Natural Sciences in the Office, and in close collaboration with UNESCO Regional Bureau for Sciences in Asia and the Pacific, Sciences Programme Specialists in the Region and at HQ, the incumbent will contribute to the implementation and development of programmes, projects and initiatives under Major Programme II (Natural Sciences) in the National Office, in close collaboration with the Science Divisions at the Headquarters (Ecological and Earth Sciences, Water Sciences, Science Policy and Capacity Building) 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 India 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). Prepare reports and proposals setting out plans for implementation of programme and projects developments. Be responsible for mobilizing extrabudgetary resources and developing partnerships to enhance MAB programme and Biosphere Reserve applications and DRR related work in India 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 India, 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 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 or earth sciences, environmental or water resources or in other natural sciences and engineering fields. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

WORK EXPERIENCE

- At least 2 years of responsible relevant experience in the field of ecological or earth sciences, environmental or water resources or related natural sciences fields, of which preferably 1 year acquired at international level (such as in an international organization and/or at a relevant research institution).
- Experience in fund-raising and resource mobilisation through negotiation with financial donors.

SKILLS/COMPETENCIES

- Good analytical skills.
- Very good communication skills.
- Excellent interpersonal, organizational and coordination skills.
- Ability to work in a multicultural environment and maintain effective team cooperation.
- Ability to work autonomously.
- Flexibility to adjust work schedules and priorities; capacity to work effectively under pressure.
- 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.
- Good IT skills, including knowledge of Office standard software.

LANGUAGES

- Excellent knowledge of English.

DESIRABLE QUALIFICATIONS

WORK EXPERIENCE

- Experience working with government representatives and officials.
- Familiarity with the political and scientific context of the region.

SKILLS/COMPETENCIES

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

BENEFITS AND ENTITLEMENTS

UNESCO's salaries are calculated in Indian Rupee and are exempt from income tax. Other benefits include: 30 days annual leave, dependency allowance, pension plan and medical insurance. Please note that UNESCO is a non-smoking Organization.

HOW TO APPLY

Interested applicants should submit a cover letter as well as a detailed resume **(in UNESCO CV Format)** no later than 15 October 2017 by e-mail to: newdelhi@unesco.org