

## PROJECT OFFICER (SCIENCE)

Post Number: 6ZASC 0001PA  
Grade: NO-C (National Officer grade C)  
Parent Sector: Natural Sciences Sector (SC)  
Duty Station: South Africa  
Job Family: Natural Sciences  
Type of contract: Project Appointment  
Duration of contract: 1 year  
Recruitment open to: Internal and external candidates  
Application Deadline (Midnight Paris Time): 2-MAR-2021

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

### OVERVIEW OF THE FUNCTIONS OF THE POST

**Initial Duration of Contract: One year with possibility of extension subject to performance and availability of funds.**

**ONLY NATIONALS OF SOUTH AFRICA ARE ELIGIBLE TO APPLY FOR THIS POSITION**

The incumbent will work under the overall authority of the Regional Director and Representative and under the supervision of the Head of the Science Unit at UNESCO Regional Office for Southern Africa, and under the direct supervision of the Programme Specialist responsible for implementing the project 'Addressing Climate Risk and Building Adaptive Capacity in South Africa's Biosphere Reserves: Towards Sustainable Water and Ecosystem Management'.

The severe impacts of prolonged droughts in South Africa over the last decade highlight the vulnerability of the country to water scarcity, a condition which is expected to worsen considerably as a result of climate change impacts. The analysis after almost reaching 'Day Zero' in Cape Town and other communities, indicates a clear need to include climate change impacts in medium to long term water planning, and to move towards ecosystem-based adaptation that ensure long-term sustainability. The project addresses this gap by introducing a novel bottom-up, participatory approach to climate change adaptation, providing an adequate planning pathway for decision making at the local, regional and national level. In combination with adequate monitoring and early warning tools, the project aims to facilitate climate informed decision-making in South Africa's Biosphere Reserves and to support targeted training and technology transfer to ensure that the capacities to develop effective ecosystem-based adaptation strategies are strongly enhanced.

The incumbent will be responsible for supporting the day-to-day implementation of the project, and more specifically will be responsible for the following tasks:

- Coordinate the project, by providing technical and logistical assistance to implement the project activities in the four target areas in South Africa, prepare quarterly work plans and support contracting processes by drafting of concept notes and terms of reference, procurement of goods and services according to UNESCO rules and regulations, monitor budgets and financial aspects of project implementation;

- Coordinate with the UNESCO Regional Office for Southern Africa and the project focal points in the different project locations, as well as with the national and international stakeholders, and to ensure smooth implementation of the project and act as the prime focal point for interaction with the country government agencies for effective coordination of all project activities;
- Assist with the organization of project-related events such as stakeholder meetings, training workshops and (online) conferences;
- Implement the project communication strategy, maintain communications, support the development of the project website and data repository;
- Support general monitoring and reporting on the activities with respect to the project implementation framework, update the project database and draft progress reports in liaison with UNESCO colleagues and project partners;
- Support the preparations for required missions, meetings and other consultations with project partners, including preparation of concept notes, policy briefs, presentations and other materials as required;
- Undertake project-related missions to the field sites to support implementation and to track progress;
- Support the work of the UNESCO Natural Sciences Sector and contribute as team member to the activities of the section and support the (deputy) Country Focal Point to South Africa for any UNESCO related matters.

### **COMPETENCIES (Core / Managerial)**

Communication (C)

Accountability (C)

Innovation (C)

Knowledge sharing and continuous improvement (C)

Planning and organizing (C)

Results focus (C)

Teamwork (C)

Building partnerships (M)

Managing performance (M)

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

### **REQUIRED QUALIFICATIONS**

#### **Education**

- Advanced university degree (Master's or equivalent) in the field of Natural Sciences, Hydrology or Earth Sciences.

#### **Work Experience**

- At least 5 years of relevant professional experience in the field of natural sciences, water resources, environmental sciences or climate change.
- At least 2 years of demonstrated professional experience in project management.

#### **Skills and competencies**

- Extensive knowledge, and high level of technical writing skills
- Ability to efficiently manage competing priorities to meet deadlines
- Excellent interpersonal skills, tact and diplomacy;
- Excellent report writing skills;

- Proficiency in MS Office;
- High degree of independence, as well as well-developed capacities for teamwork;
- Excellent networking and high level representational and partnership building skills, involving a wide range of stakeholders;
- Strong strategic and analytical skills;
- Excellent communication skills.

#### **Languages**

- Excellent knowledge of English (oral and written).

### **DESIRABLE QUALIFICATIONS**

#### **Education**

- Specialized courses or higher education diplomas related to disaster risk management and/or climate change adaptation.

#### **Work Experience**

- Professional experience within the United Nations system or an intergovernmental organization.

#### **Skills/competencies**

- Experience in the use of hydrological and/or ecological modelling techniques and disaster risk management tools;
- Knowledge of scientific computer applications, models, scripting languages, web skills and/or social media.

#### **Languages**

- Knowledge of other official UNESCO languages (Arabic, Chinese, French, 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.

For more information in benefits and entitlements, please consult [ICSC website](#).

### **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 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.