

**Title:** MSPglobal Project Assistant  
**Domain:** IOC  
**Grade:** G-4  
**Post Number:** IOC/PA 015  
**Organizational Unit:** Intergovernmental Oceanographic Commission of UNESCO  
**Duty Station:** Paris (France)  
**Type of contract:** Project Appointment  
**Annual salary:** 35151 €  
**Deadline (midnight, Paris time):** 17 October 2018

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

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### Overview of the functions of the post

Under the overall authority of the Assistant Director-General for the Intergovernmental Oceanographic Commission (ADG/IOC) and the direct supervision of the Head of Section of Marine Policy and Regional Coordination Section (IOC/MPR), the incumbent will assist with the implementation of administrative tasks within the context of the Project MSP global co-financed by the European Commission – Directorate General of Maritime Affairs and Fisheries, the incumbent will have the following functions:

- Support the Project Coordinator in the daily implementation of MSP global work plan and budget based on the agreements in between IOC-UNESCO and the European Commission (EASME/MARE).
  - Apply his/her skillset to maintain the project's overall integrity and coherence.
  - Handle all administrative matters under the project, by:
    - Organizing and coordinating the procurement of services and goods under the project, with the Project Coordinator;
    - Assisting with all project financial and administrative activities to ensure that they are effectively carried out on schedule.
    - Supporting with the preparation of budget revisions with the Project Coordinator and AO/IOC for review by the Project Steering Committee and submission to EASME;
    - Supporting with the coordination of project and event participant mission travel: air other transportation reservations and ticket acquisition; baggage; accommodations; Daily Subsistence Allowance (DSA); Visa support; and any other logistical issues that may arise;
    - Assisting with the management of all project shipping matters, including liaising with appropriate channels, national governments and agencies on custom and duty charges;
    - Providing support to project tender selection of suppliers of services/goods in accordance with UNESCO requirements and procedures;
    - Assisting with the monitoring of the project available financial resources, efficiently and transparently, together with the Project Coordinator, and with due regard to ensuring full compliance with UNESCO rules, regulations, policies and strategies as well as with project specific requirements;
    - Acting on telephone inquiries, fax, post and e-mail transmissions, and coordinating appointments, where necessary;
    - Support the Project Coordinator in monitoring the progress of the project activities (including through regular update of a project shadow budget mapped from executing agency budget codes), and in ensuring compliance with applicable procedures;
    - Assist AO/IOC and the Project Coordinator in preparing budget reporting presentations to the Project Steering Committee;
    - Assist in monitoring co-finance contributions from partner institutions and ensure appropriate record-keeping
  - Assisting the Project Coordinator with the production of project outreach, translations and marketing materials in the languages of the project.
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- Assisting the Head of Section on Marine Policy and Regional Coordination in activities related to the implementation of the IOC-UNESCO and the European Commission Joint Roadmap to accelerate Marine/Maritime Spatial Planning worldwide.
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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](#)

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## Required qualifications

### Education

Secondary, technical or vocational school

### Work Experience

At least three (3) years of relevant work experience in administrative support to European funded projects and/or operating within international projects or organizations;

### Skills and competencies

- Demonstrated experience in administrative support and project management, ideally in international context;
- Familiarity with or, ideally, work experience managing projects funded by the European Union; and/or financial and administrative management with an international funded multinational project;
- Excellent coordination and negotiation skills;
- Excellent writing and oral communication skills in English and French.
- Demonstrated ability to compile and synthesize information in coherent and succinct formats;
- Demonstrated proficiency in use of office equipment with computer literacy in Microsoft Office, experience in financial management systems would be an asset;
- High attention to detail and ability to work under tight deadlines;
- Ability to work efficiently in a multi-cultural environment and team spirit;

### Languages

Excellent knowledge of English, good knowledge of French.

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## Desirable qualifications

### Skills and competencies

Training in business administration, finance, project management or equivalent demonstrated experience  
Familiarity with the work and general functioning of international organizations and/or the UN System and UNESCO administrative tools (DUO)

### Languages

Good knowledge of another official UNESCO languages (Arabic or Spanish)

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*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.**

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## Assessment

An assessment exercise may be used in the evaluation of candidates

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## How to apply

Please send your application letter prove of language knowledge together with the UNESCO CV form and three references from different countries and/or institutions that may be contacted, to: [msp-ioc@unesco.org](mailto:msp-ioc@unesco.org) by **17 October 2018** (Midnight, Paris time).

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## Benefits and entitlements

UNESCO's salaries are paid in Euros at Headquarters and are exempt from tax. Other benefits include: 30 days annual leave, family allowance, medical insurance and pension plan.

Please note that UNESCO is a no-smoking Organization.

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