**Title:** Programme Assistant  
**Domain:** Natural Sciences  
**Organizational Unit** Section on Natural Sciences  
**Type of contract:** Service Contract  
**Deadline (midnight, Havana time):** October 21, 2022  
**Duration:** Two months (Contract for two months with the possibility of an extension according to the availability of funds and the results of work).

**OVERVIEW OF THE FUNCTIONS OF THE POST**

Under the overall supervision and guidance of the Director of the UNESCO Regional Office for Culture in Latin America and the Caribbean and Cluster Office to the Latin Caribbean, Cuba, Dominican Republic and Haiti, the contract holder will:

**Programme and Project Contribution**

1. To follow-up the implementation of Natural Sciences projects and programmes (funded within C/5 and extra budgetary funds), as may be required by the UNESCO Field Office or Headquarters, using relevant tools, including the System of Information on Strategies, Tasks and the Evaluation of Results (SISTER) and final reports;

2. To prepare detailed work plans, task descriptions and budgets for projects;

3. To provide technical and logistical support for contracts, consultations, meetings and missions, according to the UNESCO regulations (UNESCO Administrative Manual);

4. To engage in the coordination and follow-up with relevant national authorities as well as other stakeholders during the implementation process;
5. To compile data and prepare official reports, meeting minutes, inputs for public information, briefings and other documents for Field Office and HQ;

6. To guarantee that physical and digital files and data on Natural Sciences activities are kept up to date;

7. To conduct desk reviews on the state-of-the-art of priorities in Cuba, that can inform current and new programme intervention;

8. To contribute to the design and development of new projects and programmes aimed at reinforcing national capacities by identifying new areas and projects alignment with UNESCO Natural Sciences goals;

9. To carry out other related activities of the Sciences Sector as requested by the Director of the Office.

**Partnership and Resource Mobilization**

1. To contribute building partnerships with stakeholders, with national authorities, the private sector, civil society, NGOs and multilateral funding organizations;

2. To contribute to the UN development planning processes, such as the preparation of Common Country Assessment (CCA), United Nations Sustainable Development Cooperation Framework (UNSDCF), UNESCO Country Strategy (UCS), and Country Action Plan (CAP) and to other relevant national planning exercises, contributing particularly with knowledge on national policies regarding Natural Sciences.

3. To analyze and compile data for potential partnership opportunities. Identify opportunities for increased collaboration and draft project proposals for consideration.

**REQUIRED QUALIFICATIONS**

**Education**

- University degree in Natural Sciences, Social and or Cultural Sciences, Engineer, or other related fields.
**Work Experience**

- A minimum of 3 years of relevant professional experience in programme implementation local;
- Experience on backstopping of projects in the field of Natural Sciences, Social and or Cultural Sciences;
- Experience on lidding and building partnership with National and International counterparts;

**Skills/Competencies**

- Good analytical, organizational and project management skills;
- Excellent coordination and interpersonal skill;
- Excellent written and oral communication skills;
- Proven ability to communicate and negotiate effectively and persuasively with different stakeholders at all levels, within and outside the organization;
- Capacity to build and maintain effective working relations with national and local authorities, relevant institutions, intergovernmental and non-governmental organizations;
- Ability to work effectively and maintain effective working relations within a multi-cultural environment;
- Ability to manage heavy workloads and to meet tight deadlines, paying close attention to details;
- Solid IT skills including knowledge of office software.

**Desirable**

- Previous experience working in UN system or any other International Organization;
- Good command of French;

**Languages**

- Excellent knowledge of Spanish and very good knowledge of English (both written and oral).

**How to Apply**

To apply for this position you can either submit your application on this vacancy notice at Success Factors or send it to habana@unesco.org. Kindly note that if you decide to send it to the email referred before, the application should include at least the Curriculum Vitae and the Motivation Letter. The deadline is set for **October 21, 2022** (midnight, Paris time).
Please note that only pre-selected candidates will be contacted.

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