OVERVIEW OF THE FUNCTIONS OF THE POST

The incumbent will work under the overall supervision of the Director of the Water Sciences Division (HYD), and under the direct supervision of the Programme Specialist responsible for the projects funded by the Flanders Trust Fund for UNESCO, namely, Addressing Water Security: Climate Impacts and Adaptation Responses in Africa, Asia and LAC; Enhancing Climate Services for Improved Water Resources Management in Vulnerable Regions to Climate Change: Case studies from Africa and Latin America and the Caribbean, CLIMWAR; Strengthening FUST impact by outreach on successful water security tools, within the Section on Hydrological Systems and Water Scarcity.

In this context, the Project Assistant shall perform the following tasks:

I Within the Water Security project:

1. finalize the content for a draft Accomplishment Report of the Water Security project, summarize the project outcomes and deliverables, identify remaining gaps and opportunities;
2. prepare and finalize the Accomplishment Report for publication;
3. coordinate the copy-editing and design process of the Accomplishment Report;
4. update the project website monthly with a view to disseminate the project deliverables and outcomes through the online water security portal in order to generate actionable information for uptake by project stakeholders and decision-makers in the target areas;

II Within the project “Enhancing Climate Services for Improved Water Resources Management in Vulnerable Regions to Climate Change: Case studies from Africa and Latin America and the Caribbean (CLIMWaR)”:

1. In coordination with the UNESCO Office in Harare, provide support in the development of the African Drought Atlas by helping to organize a technical workshop in the SADC region, in October 2019, which should review climate data of selected case study countries and application of drought frequency analysis and maps;
2. Assist in the organization of a symposium on “Coping with Droughts and Floods” to take place at the opening of the Drought Exhibition during the 40th General Conference at UNESCO headquarters in Paris;
3. In coordination with the UNESCO Office in Montevideo, provide support to organize the Open Water Conference (on the use of freely available remote sensing information for water resources management) to be held in Paraguay, at the Category 2 Center for Hydro-informatics (CIH) in (December 2019);
4. Provide support to the outreach activity for the CliMWaR project by preparing a draft flyer based on the ongoing project activities and prepare news items to be updated in the CliMWaR project website to disseminate project deliverables and outcomes to project stakeholders.

III Within the project: **Strengthening FUST impact by outreach on successful water security tools:**

1. Provide support and coordinate with partners including correspondence with the scientific network for the exhibition “Drought in the Anthropocene”:
   i. following up on the design process of the exhibition;
   
   ii. identifying service providers for digital screens;
   
   iii. co-ordinating the installation of the exhibition that will be organized during the 40th General Conference of UNESCO (18 and 19 November 2019) and COP-25 (2 to 13 December 2019);

**REQUIRED QUALIFICATIONS**

**EDUCATION**

Master’s degree in the field of natural sciences, earth sciences or international development studies.

**WORK EXPERIENCE AND SKILLS**

- At least 1 year of relevant experience
- Experience of work with the United Nations would be an asset
- Familiarity with one or more of the following fields: environmental sciences, water resources, Climate Change and international development;
- Excellent writing skills;
- Proficiency in MS Office, Excel;
- High degree of independence, as well as well-developed capacities for teamwork;
- Strong knowledge of computer applications, web skills and social media

**LANGUAGES**

- Excellent knowledge of English and of French.

The incumbent shall work full-time at UNESCO premises and shall submit a monthly activity report.

**HOW TO APPLY**

The application must be in English and must contain the following information:

- A curriculum vitae
- A list of previous assignments
- At least two professional referees.
- Please send your electronic application by Wednesday **23 August 2019** at the latest, to: **Job-IHP@unesco.org**