

Title:	Project Officer
Domain:	Natural Sciences – Policy and Capacity Building
Grade:	Service contract - 5A level
Organizational Unit:	Section for Science Policy and Partnerships, Natural Sciences Sector
Primary Location:	UNESCO Headquarters, Paris, France
Type of contract:	Service contract, 90%
Deadline (midnight, Paris time):	17 September 2019
Duration:	7 months
Fees:	4600 Euros/month – gross salary
Application to be sent to:	sc.recruitment@unesco.org

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

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Assistant Director-General for Natural Sciences, the overall supervision and guidance of the Director of the Division of Science, Policy and Capacity Building (DIR/SC/PCB), the direct supervision of the Chief of Section for Science Policy and Partnerships (SC/PCB/SPP) and within the framework of the L'Oréal-UNESCO For Women in Science (FWIS) Programme (Budget Codes 469GLO2005 and 570GLO2022), the Project Officer shall assist the UNESCO Executive Secretary of the FWIS Programme on the overall implementation of the Programme, and undertake the following activities:

- Ensure the logistics coordination with the L'Oréal Corporate Foundation and its contractors in the preparation and during the FWIS week 2020 and the 2020 FWIS Awards Ceremony;
- Contribute to the drafting of working documents (briefings, presentations, press releases, speeches) required in view of and during the FWIS week 2020;
- Facilitate the coordination of the communication campaign between the L'Oréal Foundation, ERI/DPI, SC and UNESCO Field Offices; and prepare, in close cooperation with the Science Sector communication team and ERI/DPI, communication materials (texts, visuals, social media messages, videos) about the research projects of the five laureates and the fifteen International Rising Talents and their connection with UNESCO programme and activities in view of their posting on the UNESCO channels;
- Update relevant information in English and French on UNESCO's FWIS Programme webpage and contribute to the development of the overall FWIS Programme brochure for the wide audience ;
- Contribute to the drafting of the Report following the 2020 edition of the Programme, (statistics, participation rate to different events of the week, Permanent Delegations' and other participants' feedback);
- Assist with the coordination of the administrative management of the FWIS Endowments.
- Assist with the participation of FWIS Laureates and Fellows in events and activities organized by or with UNESCO, as foreseen in the Partnership Agreement with the L'Oréal Foundation.
- Assist in the overall coordination and daily activities of the FWIS Programme, including planning, budget, monitoring and reporting of activities;

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](#)

REQUIRED QUALIFICATIONS

Education

University degree in Communication or International Relations or related fields

Work Experience

A minimum of 4 years of relevant work experience in project management, and at least 2 year of professional experience acquired in an international organization.

Experience in drafting working documents (briefings, presentations, press releases, speeches);

Experience organizing and facilitating stakeholder meetings, exhibitions, prize ceremonies.

Skills and competencies

- Good analytical, organizational and project management skills;
- Proven ability to communicate and negotiate effectively and persuasively with various stakeholders at all levels, within and outside the organization;
- Ability to maintain effective working relations within a multicultural environment, to establish good working relations with external partners and to work effectively within a team;
- Ability to manage heavy workloads and to meet tight deadlines, paying close attention to detail;
- Solid IT skills including knowledge of office software;
- Project Planning and organizing in cooperation with National Commissions, Permanent Delegations and Field Offices;
- Strong knowledge of organizing events with external UNESCO partners;
- Flexibility and adaptability;
- Ability to work autonomously; Excellent coordination and interpersonal skills;
- Excellent written and oral communication skills;
- Knowledge of UNESCO administrative processes;
- Knowledge of UNESCO's financial and other similar systems (IRIS, DUO, SISTER).

Languages

- Excellent knowledge of English and French (written and spoken).

DESIRABLE QUALIFICATIONS

Work experience

Professional experience in the UN system or in international organization;

Skills and competencies

- Knowledge of the UNESCO-L'Oréal partnership programme;
- Experience to work on gender equality.

Languages

- Knowledge of other official UN languages (Arab, Chinese, Russian or Spanish).

Please note that UNESCO is a non-smoking Organization.

HOW TO APPLY

To apply, please send your application letter and UNESCO CV addressed to: sc.recruitment@unesco.org.

Please label the subject line "Service contract - Project Officer L'Oréal SC/PCB/SPP". The deadline is 17 September 2019 at midnight (Paris time).

*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.