



**Title:** Project Assistant

**Domain:** SC/EES/ESB

Post Number: SC/PA 0017

**Grade:** G-4

**Organizational Unit:** Natural Sciences Sector

**Primary Location:** FR- Paris

**Recruitment open to :** Internal and external candidates

**Type of contract:** Project Appointment

**Salary:** 34 769 euros

**Deadline (*midnight, Paris time*):** 31 May 2017

**Duration:** 1 year (*possibility of extension*)

**Application to be sent to:** Mr Miguel Clüsener-Godt ([m.clusener-godt@unesco.org](mailto:m.clusener-godt@unesco.org)) and Mr Peter Dogsé ([p.dogse@unesco.org](mailto:p.dogse@unesco.org)), CC to Ms. Maria Rosa Cárdenas Tomažič ([m.cardenas@unesco.org](mailto:m.cardenas@unesco.org))

## OVERVIEW OF THE FUNCTIONS OF THE POST

Under the general supervision of the Director of the Division of Ecological and Earth Sciences and under the specific supervision of the Project Managers, the incumbent shall provide administrative and secretarial support to the Programme Specialists working on the implementation of the activities related to the extra-budgetary projects:

Biosphere Reserves as a Tool for Coastal and Island Management in the South-East Pacific Region - BRESEP (513RLA2017) funded by the Flemish Government of Belgium; Implement Projects on a Global Network of Islands and Coastal Biosphere Reserves (526INT2004) funded by the Government of Jeju Special Self-Governing Province, Republic of Korea; UNESCO Sultan Qaboos Prize for Environmental Preservation (469GLO2003) funded by the Sultanate of Oman; Support for the Restoration of forest ecosystems to promote sustainable socio-economical development in La Selle biosphere reserve, Haiti (514HAI2000) funded by the Spanish Government through the Ministry of Foreign Affairs and Cooperation - Spanish Agency for International Development; Man and the Biosphere (MAB) Programme Special Account (439INT2040) funded by the Spanish Ministry of Agriculture, Food and Environment through the Autonomous National Parks Agency (OAPN); The incumbent shall in particular be required to perform the following duties:

1. Assist the Programme Specialists in coordinating and implementing the extra-budgetary projects' activities and liaise with UN-agencies and institutions: this includes drafting, reviewing and editing correspondence and any other projects related documents; prepare in-house communications and responses to queries in English, French and Spanish; analyze, register and distribute mail; ensure regular contacts with administrative focal persons in partner agencies and within UNESCO field offices, sectors and central services; prepare informal translations in English/French/Spanish; and ensure the constant follow-up of the above mentioned tasks;
2. Assist in the organization of projects' meetings, conferences, workshops and other events related to the above-mentioned projects; arrange for meeting facilities and equipment, make travel arrangements; prepare correspondence and assemble documents for participants and organize the distribution of the projects' communication materials and prepare event related information for posting on web-sites;
3. Prepare draft contracts and purchase orders enter contract details using the automated financial management systems (FABS/DUO/SISTER); assure their follow-up as necessary; verify conformity of deliverables and prepare payment requests; organize missions by preparing mission requests and travel and accommodation arrangements following UNESCO's rules and regulations; coordinate the acquisition and maintenance of office equipment, materials and supplies;
4. Follow-up financial settlement of all expenses and report to the responsible Programme Specialist
5. Provide any other assistance to the Projects Managers if required for the purpose of the projects.

## REQUIRED QUALIFICATIONS

### EDUCATION

- Completed secondary, technical and/or vocational education.

### WORK EXPERIENCE

- At least 3 years of relevant professional experience in secretarial and administrative support tasks at national and/or international levels of which at least 1 year of relevant professional experience acquired within the UN system or another international organization.

### SKILLS/COMPETENCIES

- Good interpersonal and communication skills, including ability to draft correspondence and correct documents in English and/or French.
- Good organizational and coordination skills.
- Ability to work as part of a team, to take initiatives and provide quality and timely support and services.
- Discretion, loyalty and diplomacy.
- Ability to work in an international and multicultural environment.
- Flexibility to adjust to work schedules and priorities; capacity to work effectively under pressure.
- Good IT skills, including MS Office (Word, Excel, PowerPoint, Outlook, etc.).

### LANGUAGES

- Excellent knowledge of English or French, good knowledge of the other language.

## DESIRABLE QUALIFICATIONS

### EDUCATION

- Advanced studies would be an asset

### WORK EXPERIENCE

- Work experience within UNESCO and/or an international Organization would be an advantage.
- Experience of operational projects implementation

### SKILLS/COMPETENCIES

- Knowledge of UNESCO rules and procedures as well as administrative practices.
- Knowledge of UNESCO's informatics tools (SAP, DUO, and SISTER).

### LANGUAGES

- Good knowledge of Spanish language.

## BENEFITS AND ENTITLEMENTS

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

Please note that UNESCO is a non-smoking Organization.

## HOW TO APPLY

To apply, please send your application letter and UNESCO CV addressed to Mr Miguel Clusener-Godt ([m.clusener-godt@unesco.org](mailto:m.clusener-godt@unesco.org)) and Mr Peter Dogse ([p.dogse@unesco.org](mailto:p.dogse@unesco.org)) Please label the subject line "Projects Assistant" (G-4). The deadline is **31 May 2017** at midnight (Paris time).

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

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