

Title: National Professional Officer

Domain: Caribbean Tsunami Information Centre (CTIC)

Grade: NOA

Post Number: 3BBIOC1000RP

Organizational Unit: Tsunami Unit,
Intergovernmental Oceanographic Commission (IOC/TSU)

Duty Station: Bridgetown, Barbados

Recruitment open: Only nationals of Barbados may apply to this post

Type of contract: Fixed-Term

Annual salary: Approx. 101,966 Barbadian dollars

Deadline (*midnight, Paris time*): **12 May 2018**

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

Overview of the functions of the post

The Intergovernmental Oceanographic Commission Tsunami Unit (IOC/TSU) provides intergovernmental coordination for four regional end-to-end tsunami warning and mitigation systems (Pacific, Indian Ocean, Caribbean, NE Atlantic, Mediterranean & connected seas).

Under the overall authority of the Assistant Director-General and Executive Secretary for the Intergovernmental Oceanographic Commission and the direct supervision of the Head of the IOC Tsunami Unit, the incumbent is responsible for providing professional and technical support, research and analysis, with an emphasis on the national perspective, in particular with respect to the Tsunami and other Coastal Hazards Warning System for the Caribbean and Adjacent Regions as well as to multisectoral and cross-country programmatic activities and initiatives conducted from the Caribbean Tsunami Information Center (CTIC).

In particular, the incumbent will perform the following main functions:

Programme and Project Contribution:

- Contribute to the design and development of projects and programmes reinforcing national capacities, as well as initiatives addressed to multisectoral and cross-country programmatic activities, ensuring gender and diversity mainstreaming.
- Review and identify areas for improved programme and project alignment with UNESCO, national, regional and global Disaster Risk Reduction goals (e.g. Sendai Framework for Action 2015-2030).
- Prepare detailed work plans, task descriptions, budgets and output indicators for assigned aspects for projects, and implement assigned project activities. Provide substantive, logistical and administrative support to projects, consultations, meetings, network and partnership initiatives, events and missions.
- Assist in the monitoring of regular and extra budgetary funded projects, activities and programme implementation and outputs related to CTIC and ICG/CARIBE EWS, and assist in the evaluation of and reporting on projects and programmes.
- Assist in facilitating working relationships and exchanges with national institutes, UNESCO National Commission, coastal hazards early warning stakeholders and networks for project design, development and implementation and reporting.

Research and Knowledge Management, Public Information:

- Develop and maintain thorough knowledge of national policies, strategies and plans of action in Disaster Risk Reduction and Early Warning and apply this knowledge for locally delivered IOC Tsunami Programme and CARIBE EWS activities.
- Contribute to the conduct of situational analysis, conduct research, compile data and input to concept notes, publications, briefings and documents, and contribute to Public Information and outreach tasks.

Partnership and Resource Mobilization:

- Assist in building partnerships with stakeholders, in particular with national authorities, the private sector, civil society, NGOs and multilateral funding organizations. Analyze and compile data for potential partnership opportunities.
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- Contribute to resource mobilization for the country by assisting in the development of concept notes and project proposals on the basis of situational analysis and needs assessments and in accordance with approved UNESCO Programme and Budget.
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Competencies

A successful candidate will be required to demonstrate the following competencies:

Core 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

- Advanced university degree (Masters or equivalent) in the field of ocean sciences, geography and/or social sciences.

Work Experience

- Up to two years of professional experience in disaster risk reduction or early warning system provider related agencies or organisations at national and/or international level.

Skills and competencies

- Proven capacity to organise, coordinate and carry out training and fund-raising activities in the area of disaster risk reduction and/or early warning systems;
- Strong analytical skills;
- Demonstrated networking capabilities;
- Capacity to build and maintain partnerships with internal and external stakeholders;
- Ability to prepare high quality documents and reports;
- Good understanding of the work and general functioning of international organizations and/or knowledge of the United Nations Common System;
- Demonstrated ability (records) in project formulation and implementation;
- Good IT skills.

Languages

- Excellent knowledge of English.
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Desirable qualifications

Education

- Master's degree with a specialisation in Disaster Risk Reduction subjects.

Work Experience

- Experience in managing a regional and/or international disaster risk reduction or early warning system programme.
- Experience in post-tsunami or post disaster field research.
- Experience in working in less developed countries and knowledge of the Caribbean SIDs.
- Experience in international organisations, preferably within the UN System context.

Languages

- Knowledge of one or several regional languages.
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Assessment

An assessment exercise may be used in the evaluation of candidates

How to apply

Interested candidates are requested to send their application, including a motivation letter in English and the complete UNESCO CV form, indicating the "National Professional Officer " by e-mail to b.aliaga@unesco.org **NOT LATER THAN 12 May 2018.**

Benefits and entitlements

UNESCO's salaries are calculated in Barbadian dollars and exempt from income tax. Other benefits include: 30 days annual leave, family allowance, pension plan and medical insurance. More details can be found on the [ICSC Website](#).

Please note that UNESCO is a no-smoking Organization.

UNESCO is committed to promoting geographical distribution and gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply, as are nationals from non- and under-represented Member States. Persons with disabilities equally are encouraged to apply.

Worldwide mobility is required as staff members must be ready to serve in other duty stations in accordance with UNESCO's geographical mobility policy.

UNESCO applies a zero tolerance policy against all forms of harassment.

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