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## **Vacancy notice**

**Title : PROGRAMME SPECIALIST**

**Domain :** Natural Sciences - Marine Science

**Post Number :** IOC 339

**Grade :** P-4

**Organizational Unit :** SECRETARIAT INTGOV. OCEANOGRAPHIC COMMISSION

**Primary Location :** FR-Paris

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

**Type of contract :** Fixed Term

**Salary :** 90 257 euros (Annual Salary)

**Deadline (Midnight Paris Time) :** **September 27, 2018**

**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 Executive Secretary, Intergovernmental Oceanographic Commission, and the direct supervision of the Head of Section of the Marine Policy and Regional Coordination Section (IOC/MPR), the incumbent serves as a Programme Specialist responsible for ensuring the development and delivery of a wide spectrum of programme and project management initiatives as part of the MPR portfolio. These activities operate through the advice and actions of numerous expert teams, inputs across IOC programmes related to Ocean Science, Ocean Observation and Services, Tsunami, Capacity Development, as well as from IOC regional programmes and project - a complex landscape requiring team building skills, cooperation and good internal and external communication.

More specifically, the Programme Specialist will be expected to perform the following duties:

- Lead the IOC effort to deliver on its global responsibility related to the Agenda 2030, and in particular in the context of Sustainable Development Goal 14 by developing and implementing a collaborative work plan across IOC programmes, in accordance with the IOC global strategy on Agenda 2030, and in collaboration with other UN bodies when relevant;
- Coordinate the IOC contribution to science-policy interface and global assessment processes related to the ocean through the provision of technical and scientific support, the engagement of IOC Member States, IOC Subsidiary bodies and their experts, the identification of collaborative opportunities within and outside of IOC for the development of policy-relevant products and for the conduct of capacity-building activities;
- Contribute to the design of marine policy relevant projects, activities, in the context of the UN Decade of Ocean science, aimed at improving cooperation and communication between stakeholders, including the private sector, in ocean science, with delivery of new and existing knowledge to policy and decision-makers in the context of the 2030 Agenda;
- Initiate technical and policy advice and the creation of standards and best practices documents, in collaboration with IOC sections, expert teams, develop and propose policy-relevant activities, to be approved by IOC governing bodies, and coordinate the development of IOC Policy Brief as part of the overall IOC communication strategy;
- Develop a knowledge base of technical and policy-relevant advice, conduct research and prepare reports and recommendations. Ensure dissemination and exchange of information amongst all stakeholders;
- Track technical advancements in ocean management and science based applications, marine policy requirements, particularly those emerging from UN frameworks and advise stakeholders accordingly;
- Further resource mobilisation and develop alternative funding mechanisms for supporting international and regional projects related to decision support tools, assessments, ecosystem-based management;
- Maintain active internal and external communications to ensure regular contributions and updates to websites, newsletter, social media, and knowledge management systems, informing the IOC community on progress related to the implementation of the IOC global ocean agenda, and

- stimulating relevant actions at regional and national level;
- Leverage relationships and collaboration across the IOC teams, expert teams, building external partnerships and mobilising resources to increase the depth and reach of activities. Identify opportunities for collaboration. Design and implement regional research, partnerships, and networking;
- Manage a portion of the Section budget, personnel, and project tracking and execution, ensuring smooth delivery of activities in support of the MPR workplan;
- Build on the IOC convening power to strengthen collaboration on the ocean sustainable development agenda, reinforcing and widening IOC's collaboration with regional science organizations, practitioners, NGOs and the public.

## 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

### Managerial Competencies

Driving and managing change  
 Strategic thinking  
 Making quality decisions  
 Building partnerships  
 Leading and empowering others  
 Managing performance

For detailed information please consult the [UNESCO Competency Framework](#)

## REQUIRED QUALIFICATIONS

### Education

- Advanced university degree (Masters or equivalent degree) in ocean science, marine policy, ocean governance, integrated marine management or related field.

### Work Experience

- Minimum of 7 years of progressively responsible relevant professional experience in the field of marine policy or related field, of which a minimum of 3 years acquired at international level.
- Working experience in coordinating, managing and implementing projects/programmes, and communication activities.

### Skills and competencies

- Excellent analytical skills, including ability to identify complex issues and advise on ways forward respecting the constraints of the organizations involved;
- Proven project/programme coordination and tracking skills;
- Good knowledge of the UN system and the global development agenda;
- Proven ability to prepare and draft high quality documents including visual communication and website content;
- Ability to lead and motivate teams and maintain effective working relationship in a multi-cultural UN environment.

### Languages

- Excellent knowledge of English.

## DESIRABLE QUALIFICATIONS

### Education

- Doctoral degree in marine policy or related field.

### Work Experience

- Working experience in the development, implementation of science-policy interface in support of ocean governance at various levels.

### Skills and competencies

- Familiarity with the work and general functioning of international organizations and/or the UN system, including the 2030 UN Sustainable Development Agenda, and other relevant global and regional ocean governance frameworks;
- Good understanding of ocean science and its applications to integrated marine management, disaster risk management, climate change adaptation/mitigation and 'blue economy' approaches;
- Good technical knowledge related to the governance of marine ecosystems and services.

### Languages

- Knowledge of other official IOC languages (French, Spanish or Russian).

### **BENEFITS AND ENTITLEMENTS**

UNESCO's salaries are calculated in US dollars. They consist of a basic salary and a post adjustment, which reflects the cost of living in a particular duty station and exchange rates.

Other benefits include: 30 days annual leave, family allowance, home travel, education grant for dependent children, pension plan and medical insurance. More details can be found on the [ICSC Website](#).

Please note that UNESCO is a non-smoking Organization.

**A WRITTEN EXAMINATION MAY BE USED IN THE EVALUATION OF CANDIDATES.**

UNESCO is committed to promoting geographical distribution ([last update](#)) and gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply, as well as nationals from non- and under-represented Member States. Persons with disabilities are also encouraged to apply. Worldwide mobility is required for staff members appointed to international posts. UNESCO does not charge a fee at any stage of the recruitment process.

**To apply, please visit**  
**<https://careers.unesco.org/careersection/2/joblist.ftl>**  
**and select the vacancy notice for**  
**“PROGRAMME SPECIALIST - IOC 339 (P-4)”**