



UNESCO Trainees Programme

JOB DESCRIPTION

1. GENERAL INFORMATION

Title: Trainee on *biosphere reserves*

Sector: Natural Science Sector, Division of Ecological and Earth Sciences, Section MAB Research and Policy: Ecology and Biodiversity

Duty station: *Paris, France* **Director/Head of the office:** *Han Qunli, Director of the Division of Ecological and Earth Sciences*

Trainee supervisor: Dr. Miguel Clüsener-Godt, Chief of Section MAB Research and Policy: Ecology and Biodiversity, Division of Ecological and Earth Sciences/ m.clusener-godt@unesco.org/ +33 1 45 68 41 46

2. DESCRIPTION

Duration: 12 months

Description of tasks:

- Provide support for the implementation of the Lima Action Plan 2016-2025 and MAB Strategy 2015-2025
- Assist in organizing consultative and training workshops related to the Man and the Biosphere programme and its World Network of Biosphere Reserve
- Update data bases on biosphere reserves, organise meetings and ensure, under supervision, extra-budgetary project co-ordination, mainly in Latin America and the Caribbean.
- Participate in the elaboration of publications.
- All other duties to be assigned by the supervisor or Director of the Division.

Learning objectives:

After the assignment the trainee will have:

- Acquired an in-depth knowledge of the Man and the Biosphere Programme and its World Network of Biosphere Reserves and to UNESCO's areas of competence (Climate Change Paris Agreement and Sustainable Development Goals.
- Learnt how to deal with diverse stakeholders;
- Attained Field project management; setting particular objectives and develop appropriate mediation, monitoring and evaluation mechanisms
- Gained solid working knowledge of the operations of an intergovernmental organization;
- Strengthened his/her analytical, communication, negotiation and interpersonal skills,
- Acquired the ability to successfully bring onboard new funding partners.



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3. QUALIFICATIONS AND EXPERIENCE OF THE CANDIDATE REQUIRED

Academic qualifications (including knowledge of specific subject areas):

M.A. in natural sciences, if possible linked with social or development sciences

Work experience (if needed): no work experience is needed

Language requirements: Very good knowledge of English and above-average knowledge of French are required. Knowledge of other official UNESCO languages (Spanish, Arab, Chinese or Russian) is an asset.

Core Competencies:

- Ability to maintain effective working relations within a multi-cultural setting and to work effectively in team environment
- Ability to speak and write clearly and effectively
- Ability to develop clear goals that are consistent with agreed strategies
- Ability to keep abreast of new developments in own occupation/profession
- Works effectively with people with diverse backgrounds

Other skills:

- Capacity to be multi-task and proactive;
- Able to work under tight deadlines;
- Very good IT skills to carry out the work.

Further remarks (if needed):