



# UNESCO Trainees Programme

## JOB DESCRIPTION

### 1. GENERAL INFORMATION

**Title:** Associate Science Programme Specialist

**Sector:** SC/SHS

**Duty station:** Doha, Qatar

**Director/Head of the office:** Dr. Anna Paolini

**Trainee supervisor:** Dr. Anna Paolini

### 2. DESCRIPTION

**Duration:** 12 months

**Context and Background:**

*The UNESCO Doha Office works to advance and promote science in the interests of peace, sustainable development, human security and well-being, in close collaboration with its Cluster Member States and a wide variety of partners.*

*Specifically, the UNESCO Doha Office is focusing its efforts towards strengthening natural science, science technology and innovation (STI) policies, the science-policy interface, and engagement with civil society, as well as on promoting international scientific cooperation on critical challenges to sustainable development under the framework of the 2030 Agenda for Sustainable Development with the Sustainable Development Goals at its core.*

**Description of tasks:**

*Under the overall authority and direct supervision of the Director of the Office, as well as and in close cooperation with Science Programme Divisions at UNESCO HQ and Science Programme colleagues in the Arab Region, the incumbent will serve as Associate Science Programme Specialist for Natural Sciences in the UNESCO Doha Office. To this end, the incumbent will identify needs, develop, plan, organize, implement, monitor, evaluate and provide technical support for UNESCO's projects and activities in the fields of sciences (natural sciences, STI policies) as well as perform other professionally related duties.*

*In particular, s/he will be expected to perform the following responsibilities:*

- ❖ *Support the preparation, development, and implementation of science related programmes and activities including project conceptualization, implementation, evaluation, and reporting.*
- ❖ *Provide programme and project support including backstopping, technical, financial and human resources management and follow up activities, pertinent to the Office in the areas of the Sciences.*
- ❖ *Contribute to fund mobilization for the implementation of Science programmes.*
- ❖ *Assist in preparing and coordinating Science Programme capacity building activities, including organization of training workshops, field visit and seminars.*
- ❖ *Assist in identifying and contributing to the selection of technical consultants required for projects; as well as assessing and following-up of consultant activities.*



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- ❖ *Prepare periodic reports and documents on project activities; contribute to the website of the office and other relevant awareness raising materials.*
- ❖ *Participate when and as required in the work of UN inter-agency working groups on Science and ensure cooperation with UNESCO's major partners.*
- ❖ *Prepare science sector workplans for the office and maintain a follow-up system on programme work and implementation. Assist in SISTER programming and monitoring.*
- ❖ *Ensure regular coordination with the Science Sector at UNESCO HQ and other UNESCO offices and institutes, as well as other UN sister agencies and NATCOMs to strengthen project outputs and build synergies with other UNESCO programmes and activities.*
- ❖ *Assist other activities of the UNESCO Office in Doha, as discussed and agreed with the Director.*

### 3. QUALIFICATIONS AND EXPERIENCE OF THE CANDIDATE REQUIRED

#### **Academic qualifications (including knowledge of specific subject areas):**

*Advanced university degree (Master's or equivalent) in the field of the Natural Sciences. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.*

#### **Work experience (if needed):**

*Experience in the field of sciences coordination, programme management and in designing and implementing programmes/projects, as well as demonstrated expertise in Natural Sciences would be an asset.*

#### **Language requirements:**

*Excellent knowledge (written and spoken) of English. Knowledge of Arabic is an advantage.*

#### **Skills/Competencies:**

*Good analytical, organizational and project management skills.*

*Excellent coordination and interpersonal skills.*

*Capacity to build and maintain effective working relations with national/local authorities, relevant institutions, intergovernmental and non-governmental organizations.*

*Proven ability to communicate and negotiate effectively and persuasively (orally and in writing) with various stakeholders at all levels, within and outside of the Organization.*

*Knowledge of resource mobilization mechanisms.*

*Ability to work effectively in a team and to function within a multi-cultural environment.*

*Solid IT skills including knowledge of office software.*