



United Nations
Educational, Scientific and
Cultural Organization

2 United Nations Plaza
Room 900
New York, NY 10017

Phone: (917) 810 9305
Fax: (212) 963 8014
Email: newyork@unesco.org

Office in New York

(Only candidates entitled to work in the United States of America may apply)

Short Term Assignment

Natural Science

UNESCO New York Liaison Office

The UNESCO Office in New York seeks applications for a short-term Assignment for its Natural Science programme at P2 level.

The successful candidate should have:

Education : Advanced University degree in the Natural Sciences, Political Science, International Relations, Law or other relevant field

Experience : A minimum of five years' experience in a multicultural environment

Language : Excellent command of English and working knowledge of French

Competencies:

Professionalism - in-depth knowledge and understanding of Science and Oceans's programmes, mandates and strategic directions. Significant knowledge of substance matter of UNESCO's science, ocean and sustainable development programmes. Ability to support and interact with inter-agency teams and task forces, as well as Ambassadors and high level policy makers. Ability to analyse matters pertaining to a broad spectrum of SC and Oceans issues/problems and to produce analytical reports on these issues. Ability to work under pressure; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Planning and organizing: possesses well developed organizational and planning skills; including the capacity to identify priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; uses time very efficiently.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Integrity, professionalism, respect for diversity and a strong commitment to the UNESCO mission

Applications should be sent by email to p.osullivan@unesco.org or by mail marked Confidential **by Friday August 16th 2019**, to the attention of Ms. Paulette O'Sullivan, Senior Administrative Assistant, United Nations Educational, Scientific and Cultural Organization (UNESCO), 2 UN Plaza, Room 900, 9th Floor, New York, NY 10017

Terms of Reference
UNESCO Liaison Office
Natural Science Programme Assistant

Under overall authority and direct supervision of the Director of the New York Liaison office the Individual shall:

1. Ensure that the relevant Sectors at the HQ (SC, IOC, BSP, ODG) are well informed of all the development at the UN in the field of natural sciences, ocean, sustainable development (Agenda 2030), financing for development (see point 3 below for the full list of the issues to be covered by the Programme Specialist).
2. In close collaboration with UNESCO HQ (Natural Sciences Sector, IOC, BSP, ODG) ensure that UNESCO's priorities in the field of natural sciences and oceans are well reflected in the relevant UN processes, including, the follow up and review of the 2030 Agenda and the Addis Ababa Action Agenda (SDG 6, 9, 13, 14, 15, 17, Technology Bank, Technology Facilitation Mechanism); SIDS and Indigenous peoples related processes; HLPF and other relevant interagency processes
3. Provide technical support in the field of STI, climate change, water, biodiversity, DRR, oceans to Dir/NYO, Member States and UN partners in New York provided through:
 - gathering and diffusion of relevant and timely information;
 - drafting substantive speaking points and statements (in collaboration with relevant sectors and divisions)
 - analytical reports;
 - interventions delivered at UN fora and interagency meetings;
 - organization of expert briefings and side events;
 - technical backstopping during the negotiations of relevant UNGA and ECOSOC;
 - interaction with the Office of the Secretary General as necessary.

4. Raise the visibility of UNESCO science programmes through interaction with appropriate governmental institutions, research centres, universities and NGOs in the United States in response to the requests and needs identified by the Director of the New York Office, the Assistant Director-General for Natural Sciences and IOC and other Senior Executives of UNESCO.
5. Coordinate the development of NYO strategic documents and requests from HQ in terms of monitoring and evaluation of C4/5 at NYO.
6. Any other additional activities that may be required to ensure the success of the work team.