

Post Title: Associate Project Officer – IW: LEARN & LME:LEARN Deputy Project Manager and Training Specialist

Domain: Natural Sciences

Post Number: IOC/PA 012

Grade: P-2

Organizational Unit: Intergovernmental Oceanographic Commission

Primary Location: Paris, France

Type of contract: Project Appointment

Annual salary: 61892 Euros approx.

Deadline (midnight, Paris time): 15 September 2016

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Executive Secretary of the Intergovernmental Oceanographic Commission of UNESCO and the direct supervision of the Programme Specialist/IW:learn and the Head of the Marine Policy and Regional Coordination Section, in close consultation with the Section on Groundwater Systems and Settlements of the Sciences Sector, and within the context of the GEF International Waters Learning Exchange and Resource Network 4 project (IW: LEARN4, More info here www.iwlearn.net/abt_iwlearn), the incumbent will have the following functions:

- Support the Project Manager (PM) in the day-to-day implementation of IW:LEARN4's work plan and budget based on the UNDP Project Documents;
- Assist the PM where required and deputize for him/her by supervising activities where needed
- Ensure that the project outputs are delivered as identified in the UNDP Project Document as and as advised / instructed by the Project Steering Committee;
- Apply his/her expertise in water management, GEF IW Projects, ICT, structured learning and project management to maintain the project's overall integrity and coherence;
- Assist the Project Manager to prepare and update project work plans and budgets in collaboration with the Project Steering Committee and the Implementing and Executing Agencies. The work plan will provide guidance on the day-to-day implementation of the Project Documents and on the integration of the various co-financed partner initiatives;
- Serve as the coordinator for project twinning, workshop and global dialogue activities (together with the admin/finance coordinator and project partners), where appropriate, by:
 - Establish detailed work plans, with clear tasks, deliverables and timelines
 - Maintaining participant databases and registrations;
 - Preparing and sending logistical communications to participants; answering information queries; keeping event websites current and producing and distributing event promotional materials to appropriate audiences;
 - Liaising with event venues on event requirements, arrangements, equipment etc;
 - Assisting the Project Manager with event procurement negotiations;
 - Working with the admin/finance office to arrange travel as necessary;
 - Ensuring venues are in compliance with all contractual arrangements;
 - Preparing official communications with host countries and agencies, and issuing official letters. Liaising with host countries and agencies regarding event logistics and implementation;
 - Setting VIP programmes, special events and technical site visits, where appropriate;
 - Formulating meeting agendas, calling meetings and keeping minutes for all project event committees;

- Monitoring and reporting to the Project Manager and project event committees on progress against agreed event milestones;
- Securing event sponsorship and liaising with media, where appropriate;
- Preparing project conference and workshop agendas and inputs in collaboration with respective partners and event committees. Preparing event scripts;
- Liaising with and guiding lead session coordinators, setting out objectives and expected outcomes of event sessions/plenaries/roundtables/seminars etc;
- Preparing thank you letters to host countries, agencies, speakers, presenters, participants and others, as necessary; and
- Preparing post-event content and evaluation reports and compiling event presentations and other knowledge content to the project website;
- Following up with event participants six months and one year afterwards to monitor implementation of agreed follow-up actions
- Supporting project knowledge management and communications efforts, in part by:
 - Working with the project technical team to manage the project's content repository, such as GEF project documents and archives. W
 - Working with the project's technical support team to improve the project's website to make it more dynamic, navigable, searchable and intuitive, and ensuring information is easily accessible. Ensuring website content is current and timely;
 - Providing programmatic support to the technical support team in conducting information and communication training to GEF projects;
- Coordinate project twinning, workshop, conference and dialogue activities with the LME Governance learning project.

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced degree in environmental management or science, international relations, information management, communications, economics, development studies or related fields, or equivalent demonstrated experience; 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

- Minimum 2 years of experience in project management, information and knowledge management, including planning, design, preparation and delivery of knowledge management strategies and services; of which at least 1 year at international level.
- Demonstrated experience in support to local, national and international organizations, including support to non-profits and NGOs;

SKILLS/COMPETENCIES

- Familiarity with or, ideally, work experience in GEF International Waters recipient countries and/or with donors or related NGOs;
- Demonstrated capacity in implementing knowledge sharing strategies and plans;
- Excellent coordination and facilitation skills;
- Excellent analytical, reporting, writing, editing, and oral communication skills in English;
- High attention to detail and ability to work under tight deadlines;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Promotes the vision, mission, and strategic goals of UNDP;

LANGUAGES

- Excellent knowledge of English (written and spoken).

DESIRABLE QUALIFICATIONS

WORK EXPERIENCE

- Experience in capacity-development and/or knowledge management, including planning, design, preparation and delivery of capacity-development programs or activities, experience with application of knowledge management approaches and services, in particular with the synthesis of lessons-learned and their dissemination.

SKILLS/COMPETENCIES

- Familiarity with UNDP, UNEP and GEF rules and procedures.

LANGUAGES

- Good knowledge of other official UN languages (French, Arabic, Chinese, Russian, Spanish).

BENEFITS AND ENTITLEMENTS

UNESCO's salaries are calculated in US dollars and exempt from income tax. 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 on [the ICSC Web site](#).

HOW TO APPLY

Please submit a [full CV](#) (using the UNESCO template at <https://en.unesco.org/careers/media/3705>), a [motivation letter](#) and [three references](#) that may be contacted, to: m.hamid@unesco.org, by 15 September 2016 (Midnight, Paris time).

Please note that UNESCO is a non-smoking Organization.

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