



United Nations Educational,
Scientific and Cultural Organization

UNESCO contributes to peace and human development in an era of globalization by furthering international cooperation through its programmes in education, sciences, culture and communication. With its 193 Member States and 5 Associate Members, UNESCO has its Headquarters in Paris (France) and operates globally through a network of offices and several institutes.

Post title **Programme Specialist**

Organisational unit **Section for Science Policy and Reform, Division of Science Policy and Sustainable Development
Natural Sciences Sector**

Duty station Paris, France

Grade P-4

Post number SC-925

Closing date **12 November 2009**

Main responsibilities Under the overall authority of the Assistant Director-General for Natural Science and the Director of the Division of Science Policy and Sustainable Development and the direct supervision of the Chief of the Section for Science Policy and Reform, the incumbent will:

- Undertake, in cooperation with universities and research institutes, policy research and sector studies for the reform or restructuring of national science, technology and innovation systems as part of the economic reform or structural adjustment programmes of Member States.
- Elaborate, based on the results of policy dialogue with external donors and national stakeholders, science and technology action plans and strategic programmes for the integration of scientific, engineering and technological activities in the national public investment programme; organize, and/or represent UNESCO at roundtables and donor conferences.
- Participate, in collaboration with other UNESCO's Sectors/Units and Intersectoral Platforms, in the design and formulation of science programmes and components as part of the United Nations Development Assistance Framework (UNDAF) and the Poverty Reduction Strategies Papers (PRSP) in Member States, as well as in the multi-agency elaboration and implementation of joint activities of the One UN Programme in pilot countries.
- Design of regular programme activities and extrabudgetary projects for building human and institutional capacities for restructuring and revitalising of S&T institutions and programmes, including programmes to foster inter-regional cooperation.
- Design and implement, in close liaison with the Divisions in the Sector and Field Offices as may be necessary, operational projects for the benefit of Least Developed Countries (LDCs), particularly in Africa, with emphasis on multidisciplinary and science policy projects.
- Participate in the Sector's action on internal periodical review and evaluation of the Science Sector's programmes with a view to proposing recommendations for the repositioning of the Sector so that its programmes can better respond to global issues or challenges.

- Profile**
- Advanced university degree (Master or equivalent) in science or engineering. Training in science and technology policy and management would be an advantage.
 - At least 7 to 10 years of relevant professional experience, of which preferably 3-5 years acquired on international cooperation, in higher education and/or science administration.
 - Proven capacity to undertake policy research and analysis, and manage high level policy dialogue.
 - Experience in designing and managing operational projects/programmes.
 - Good knowledge of operations of donor and science development agencies.
 - Good analytical and organizational skills; Strong inter-personal skills and ability to act as a team player.
 - Good IT skills.
 - Excellent knowledge of English or French, good knowledge of the other would be an asset. Knowledge of other UN official languages would be an additional asset.

Conditions of employment 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. For this post, the annual remuneration in local currency will start from around 80,100 euros (74,600 euros if without dependants), exempt from income tax. In addition, UNESCO offers an attractive benefits package including 30 days annual vacation, home travel, education grant for dependant children, pension plan and medical insurance. The initial appointment, which is for 2 years, includes a probationary period of 12 months, and is renewable, subject to satisfactory service. Worldwide mobility is required as staff members have to serve in other duty stations according to UNESCO's job rotation policy. UNESCO is a non-smoking Organization.

How to apply When applying for UNESCO vacancies, please only use the on-line recruitment system at www.unesco.org/employment. Candidates without access to Internet may send a paper application by completing the official UNESCO CV form (available at Headquarters, UNESCO Offices, National Commissions in Member States, or any office of a United Nations Resident Representative) in English or French to *Chief, HRM/RCR, UNESCO, 7 place de Fontenoy, 75352 Paris 07 SP, France*, before the closing date, quoting the post number: **SC-925**. UNESCO does not charge a fee at any stage of the recruitment process. If you have any questions concerning persons or companies claiming to be recruiting on behalf of UNESCO and requesting the payment of a fee, please contact: Recrutweb@unesco.org.

UNESCO is committed to gender equality in its programming and to gender parity within the Secretariat. Therefore, women candidates are strongly encouraged to apply, as well as nationals from non- and under-represented Member States.

Non- or under-represented Member States as of August 2009 (please check at www.unesco.org/employment for the latest situation): Andorra, Angola, Antigua and Barbuda, Armenia, Azerbaijan, Bahamas, Bahrain, Bangladesh, Belize, Bolivia, Botswana, Brunei Darussalam, Cape Verde, Central African Republic, Chad, Chile, China, Comoros, Cook Islands, Djibouti, Dominica, Dominican Republic, Egypt, El Salvador, Equatorial Guinea, Estonia, Fiji, Gabon, Ghana, Greece, Grenada, Guatemala, Guinea-Bissau, Guyana, Haiti, Hungary, Iceland, Indonesia, Iraq, Kazakhstan, Kenya, Kiribati, Kuwait, Lesotho, Liberia, Libyan Arab Jamahiriya, Luxembourg, Maldives, Malta, Marshall Islands, Mexico, Micronesia (Federated States of), Monaco, Montenegro, Myanmar, Namibia, Nauru, Niue, Oman, Palau, Papua New Guinea, Paraguay, Qatar, Republic of Moldova, Rwanda, Saint Kitts and Nevis, Saint Vincent and the Grenadines, San Marino, Sao Tome and Principe, Saudi Arabia, Singapore, Slovenia, Solomon Islands, Somalia, Suriname, Swaziland, Sweden, Switzerland, Tajikistan, Thailand, Timor-Leste, Tonga, Trinidad and Tobago, Turkey, Turkmenistan, Tuvalu, United Arab Emirates, United Republic of Tanzania, United States of America, Vanuatu, Venezuela, Viet Nam, Zambia.