



UNESCO Trainees Programme

JOB DESCRIPTION

1. GENERAL INFORMATION

Title: Trainee on Water and Environmental Sciences

Sector: Natural Sciences Sector, Water and Environmental Sciences Unit

Duty station: Jakarta, Indonesia

Director/Head of the office: Shahbaz Khan

Trainee Supervisor: Shahbaz Khan, Director

2. DESCRIPTION

Duration: 12 months

Description of tasks:

- Provide technical support for the implementation of 1) the Man and the Biosphere (MAB) Programme, 2) the International Hydrologic Programme (IHP), 3) the Natural World Heritage programme, and 4) UNESCO Global Geoparks related projects in Asia and the Pacific region.

- Assist in the design, development, implementation, reporting and monitoring of a series of environment and development extra-budgetary projects currently implemented by the UNESCO Jakarta Office. The responsibility under this assignment will include providing assistance in the coordination of planning and implementation, project management, administrative and staff management, monitoring, technical and administrative reporting, through both office work and field missions.

- Liaise with partners involved in the implementation of the UNESCO Natural Sciences programmes, including Government agencies, NGOs, research institutions, local communities and other stakeholders.

- Promote and develop national and regional networks and partnership among UNESCO stakeholders, governmental authorities, NGOs, local communities, scientific institutions and private sector involved in UNESCO programmes, to exchange information and experience for reconciling environment protection and socio-economic development.

- Identify, study and produce documents related to sustainable development and environment, especially in UNESCO designated sites in Indonesia and in the Asia-Pacific region but also related to different aspects of the Natural Sciences programmes (e.g. climate change, green economy, natural resources management, sustainability, ecohydrology, etc.). This will be done in cooperation with UNESCO Jakarta staff, implementation partners, and the relevant research and management institutions as well as other international and regional organizations in the environmental and water sciences field.

- Carry out any other duty assigned by the supervisor considered relevant to the experience the trainee needs to acquire.

Expected contribution

- Contribute to the development of activities and projects of the Natural Sciences Sector and especially the Water and Environment Unit, in line with the Regional Bureau's Sciences Support Strategy for Asia and the Pacific (2014-2021), the UNESCO Medium-Term strategy and the 2030 Agenda for Sustainable Development.



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- Contribute to the effective implementation of the Regular Programme, notably: 1) the Man and the Biosphere (MAB) Programme, 2) the International Hydrologic Programme (IHP), 3) the Natural World Heritage sites, and 4) UNESCO Global Geoparks.
- Contribute to the effective implementation of the Extrabudgetary Programmes under the different Funds-in-Trust, Cooperation Programmes and other frameworks for external donors.

Learning objectives:

After the assignment the trainee is expected to:

- Acquire an in-depth knowledge of Natural Sciences programme related to UNESCO's areas of competence, namely MAB, IHP, natural World Heritage, Global Geoparks, and other initiatives such as Sustainability Sciences.
- Learn how to deal with diverse stakeholders, including local and technical authorities, government agencies, NGOs, research institutions, private sector, local communities, CSOs and other networks.
- Acquire reliable project management and implementation skills, planning, setting particular objectives and developing appropriate mediation with partners, coordination, monitoring and evaluation mechanisms, report writing and oral reporting.
- Gain solid working knowledge of the operations of an intergovernmental organization, including technical and administrative procedures.
- Strengthen his/her analytical, communication, negotiation, interpersonal and team work skills; Develop resilience to international and intercultural working environment.
- Acquire the ability to networking and successfully bring onboard new funding partners.
- Enrich knowledge on water and environment sciences, especially related to sustainable development, the global 2030 Agenda and the SDGs.

3. QUALIFICATIONS AND EXPERIENCE OF THE CANDIDATE REQUIRED

Academic qualifications (including knowledge of specific subject areas):

A university degree in environment related sciences (e.g. biology, agriculture, ecology, forestry, geography, hydrology, earth sciences, environment engineering, etc.) with a good understanding of interdisciplinary issues related to sustainable development and natural resources management.

Work experience (if needed):

Relevant working or voluntary working experience on issues related to sustainable development, hydrological, environmental and/or ecological research, or similar will be highly valued.

Language requirements:

Proven fluent in English (evidence of written work and speaking in English will be requested upon candidature); Fluent in one of other UN languages, preferably French or Spanish.

Other skills:

- Fully proficient in computer skills and use of relevant software such as MS Office and internet.
- Ability to work with minimum supervision, capacity to be multi-task and proactive, flexibility to encourage ownership and self-initiative in introducing and developing new ideas, projects or activities.
- Well developed organizational skills, including the ability to self-organize own work, handle and manage complex projects, and ensure timely and quality delivery of results.