



UNESCO Trainees Programme

JOB DESCRIPTION

1. GENERAL INFORMATION

Title: Trainee on Natural Sciences

Division: Water Sciences, Natural Sciences Sector

Location: Paris, France

Trainee supervisor: Ms. Blanca Jimenez-Cisneros, Director of the Division, Secretary of the International Hydrological Programme

2. DESCRIPTION

Duration: 12 months

Description of tasks:

- Assist in the development, preparation and implementation of communication and information management policies and practices on UNESCO-IHP water-related issues, and help pilot outreach actions and campaigns addressed to specific audiences, such as, but not limited to, policy-makers and Youth, and including the use of social media (in cooperation with relevant units and Sectors); draft relevant texts.
 - Assist in the establishment and improvement of databases on IHP National Committees and IHP documentation using appropriate software, so as to maintain general communication and facilitate campaigns;
 - Assist in the analysis of communication and documentation management activities and costs, and contribute to project planning (content, methodology, outlines, budgets, tools, human resources, and reporting mechanisms);
 - Assist in the implementation of initiatives and agreements related to communication and publication, such as the Memorandum of Understanding between UNESCO and the China Water and Power Press;
 - Represent UNESCO at scientific and technical meetings, including undertaking field missions as assigned by the Director of the Division;
 - Any other duties entrusted to the intern by the Director related to the technical and scientific implementation of the IHP Programme.
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Learning objectives:

The trainee will be exposed to the work of the United Nations (UN) and cooperation among the UN-Water members, thereby gathering knowledge about international and intergovernmental procedures. He/she will gain in-depth knowledge of the UNESCO IHP water network and its activities at the global, regional and local level; learn about deploying communication skills and actions at the science-policy interface and in the public sphere; and gain experience in increasing the global visibility and understanding of water issues and related solutions, adapted to specific settings and regions, including in Asia and the Pacific.



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3. QUALIFICATIONS AND EXPERIENCE OF THE CANDIDATE REQUIRED

Academic qualifications (including knowledge of specific subject areas):

- Advanced university Degree (preferably M.A)

Work experience (if needed):

- Relevant experience in an international organization would be an asset

Language requirements:

- Excellent knowledge of English; good working knowledge of the other would be an asset.

Core Competencies:

- Teamwork: "Ability to maintain effective working relations within a multi-cultural setting and to work effectively in team environment" etc.
- Communication: "Ability to speak and write clearly and effectively" etc.
- Planning and organizing: "Ability to develop clear goals that are consistent with agreed strategies" etc.
- Commitment to Continuous Learning: "Ability to keep abreast of new developments in own occupation/profession" etc.
- Respect for Diversity: "Works effectively with people with diverse backgrounds" etc.

Other skills:

- Good analytical skills.
- Ability to quickly learn and adopt new technologies.
- Good communication skills.
- Ability to work under pressure.
- Good organizational skills.