



# UNESCO Trainees Programme

## JOB DESCRIPTION

### 1. GENERAL INFORMATION

**Title:** Trainee on Sciences Programme Management

**Sector:** Sciences

**Duty station:** Libreville, Gabon

**Director/Head of the office:** Mr. Vincenzo Fazzino

**Trainee supervisor:** Vincenzo Fazzino, Head of Office, E.Fazzino@unesco.org

### 2. DESCRIPTION

**Duration:** 12 months

**Description of tasks:**

The trainee will:

- Assist in conceiving, implementing, monitoring and reporting on activities in line with UNESCO's Natural Sciences Programme priorities and expected results.
- Promote cooperation through joint ventures and innovative approaches in networking national scientists, technologists and institutions - with regional and international peers - active in renewable and alternative energies, biodiversity and climate change, science policy, environment management.
- Provide support for the implementation of Man and Biosphere program.
- Assist in organizing consultative and training workshops related to capacity development and empowerment in biodiversity conservation, biosphere reserves management, environmental issues, and climate change resilience
- Assist in organizing consultative and training workshops;
- Contribute to the resource mobilization, for the implementation of extra-budgetary activities – through drafting project proposals and liaising with potential donor's organizations.
- Carry out any other duty considered relevant to the experience he/she needs to acquire

**Expected contribution (major expected outcomes):**

- Global cooperation in the ecological and geological sciences expanded
- Gabonese institutional capacities reinforced to protect and sustainably manage environment and biosphere reserve.
- Use of biosphere reserves as learning places for equitable and sustainable development and for climate mitigation and adaption strengthened.

**Learning objectives:**

After the assignment the trainee will have:

- Acquired an in-depth knowledge of environment management, science policy, climate resilience related to UNESCO's areas of competence
- Learnt how to deal with diverse stakeholders;



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- Attained field project management skills such as setting particular objectives and develop appropriate mediation, monitoring and evaluation mechanisms
  - Gained solid working knowledge of the operations of an intergovernmental organization;
  - Strengthened his/her analytical, communication, negotiation and interpersonal skills,
  - Acquired the ability to successfully bring onboard new funding partners.
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### 3. QUALIFICATIONS AND EXPERIENCE OF THE CANDIDATE REQUIRED

#### Academic qualifications (including knowledge of specific subject areas):

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- A B.A., preferably a M.A. in the field related to environmental sciences (forestry, ecology, etc.).
  - Training in environment policy/law and management would be an advantage.
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#### Work experience (if needed):

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- Relevant professional experience or previous intern ship in multicultural environment would be an asset
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#### Language requirements:

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- Excellent knowledge of French and good knowledge of English
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#### Core Competencies:

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- 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.
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#### Other skills:

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- Capacity to be multi-task and proactive;
  - Able to work under tight deadlines;
  - Excellent IT skills to carry out the work.
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