



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.

3. QUALIFICATIONS AND EXPERIENCE OF THE CANDIDATE REQUIRED

Academic qualifications (including knowledge of specific subject areas):

- 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.

Work experience (if needed):

- Relevant professional experience or previous internship in multicultural environment would be an asset

Language requirements:

- Excellent knowledge of French and good knowledge of English

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:

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