

Vacancy Notice

Post Title:	National Project Officer
Sector:	Natural Science
Type of contract:	Service Contract
Grade/Level:	SB3/Step 3 (salary of USD 21,528/annum, included social and medical benefit)
Location:	UNESCO Office, Ha Noi, Viet Nam
Duration:	One year with possible extension upon to funding availability and satisfactory performance
Deadline (midnight, Ha Noi time)	20 Feb 2020

Background:

UNESCO Natural Science section focus on implement major programmes related to freshwater, marine, ecological, earth and basic sciences while also promoting innovative technology and capacity-building initiatives in these fields. Under the new project *“Youth for Zero waste in Vietnam’s UNESCO designated sites”*, in partnership with Coca Cola foundation, UNESCO will empower Youth in combating with the environmental issues in UNESCO designated sites, as a joint action of UN’s efforts to supports the Government of Vietnam in marine litter management. The project starts in early 2020, and will be implemented in UNESCO Man and Biosphere Reserves with piloting in the Hoi An – Cu Lao Cham MAB Reserve.

UNESCO is looking for a National Project Officer to undertake the implementation of the project *“Youth for zero waste in UNESCO designated sites in Viet Nam”* in 2020.

Work assignment:

Under the overall authority of the Head of UNESCO Ha Noi Office and under the technical supervision of the Natural Science Programme Officer, the National Project Officer will plan, implement, coordinate and monitor the project *“Youth for Zero waste in Vietnam’s UNESCO designated sites”* and undertake the following assignments:

- Coordinate and oversee the implementation of the project, ensuring the achievement of the project objectives, implementation of the proposed activities and production of the outputs/deliverables as per the approved project document and work plans;
- Oversee the financial and administrative aspects of the project and make revisions of the work plans and budget in the course of implementation, as necessary, in consultation with the Administration Section of UNESCO Ha Noi Office and the relevant sections at UNESCO Headquarters;
- Organize individual activities, mobilize experts, both from the UNESCO and outside national and international consultants, and make logistical arrangements related to the project implementation, in consultation with the counterparts;
- Coordinate and supervise activities in close consultation with the government counterparts, including the foundation;
- Undertake specific technical tasks in order to achieve the project objectives linked to the implementation of the work plans under the project;
- Work with the communication officer to provide regular inputs about the project activities and natural science programme for website and other communication channels;

- Ensure all key stakeholders are informed on a regular basis on progress of the project;
- Report on the progress of activities on a regular basis to the Natural Science Programme Officer;
- Perform other tasks of natural science programme assigned by supervisor as deemed appropriate.

REQUIRED COMPETENCIES:

In addition to the UNESCO's core values, the successful candidate will be required to demonstrate expertise, for example, in the following areas:

- Results focus
- Planning and organizing
- Communication
- Building partnerships

For detailed information, please consult UNESCO Competencies Framework:

https://en.unesco.org/sites/default/files/Competency%20Framework_E.pdf

REQUIRED QUALIFICATIONS:

Education

- Advanced university degree (masters or equivalent) in the relevant fields, as Natural Sciences, Environmental Sciences, Ocean or Marine Sciences, Water Resources, Climate Change and International Development; specializations in environment are most desired;

Work experience

- At least five (5) years of relevant progressively professional experiences in working on natural resources management, marine sciences, climate change, water, development or any relevant fields ;
- Sound knowledge of the major development issues with regards to environment, pollution and conservation in Viet Nam;
- Experience working on inter-governmental and/or inter-agency processes is desirable. Experience in research in international organizations is desirable.
- Experiences with youth is a plus.

Skills/Competencies

- Strong interpersonal, communication and networking skills;
- Highly organized and self-motivated;
- Capacity to collaborate and positively engage with a range of partners and beneficiaries, including national/local authorities as well as key stakeholders in civil society, national and international NGOs;
- Demonstrated personal sensitivity and commitment to the values and principles of equity, gender equality and cultural diversity;
- Excellent computing skills including MS Word, Excel, PowerPoint, Outlook and related programmes; and
- Knowledge of GIS is a plus.
- Prior UN experience is an asset.

Languages

- Excellent written and spoken English.
- Excellent written and spoken Vietnamese.

CONDITIONS OF EMPLOYMENT:

- UNESCO is a non-smoking organization.
- UNESCO does not charge a fee at any stage of the recruitment process.
- A written test may be used in the evaluation of candidates.

HOW TO APPLY:

A letter of motivation in English (one page) indicating qualifications and experience relevant to the position, together with the completed UN Personal History form (P11) should be sent to the following address:

hanoi@unesco.org

or

Administration Section
UNESCO Ha Noi Office
One Green UN House
304 Kim Ma Street, Ba Dinh District, Ha Noi