



UNESCO

United Nations Educational, Scientific and Cultural Organization

Junior Professional Officer Programme (JPO)

TERMS OF REFERENCE

1. General Information

Title:	JPO in Ecological Sciences
Sector of Assignment:	Division of Ecological and Earth Sciences; Natural Sciences Section; the Programme “The Man and the Biosphere” (MAB)
Organization/Office:	United Nations Educational, Scientific and Cultural Organization (UNESCO)
Country and Duty Station:	Paris, France
Duration of assignment:	2 years with possibility of extension for another year Extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance
Please note that for participants of the JPO-Programme two years work experience are mandatory!	

2. Supervision

Direct supervision by: Chief of Section for MAB Research and Policy

The supervisor and the JPO will agree upon objectives to achieve. Tasks assigned will be a combination of mid-term assignments as much as, addressing urgent requests, which need immediate action. This will require substantial flexibility and teamwork. The JPO will gradually be given more responsibility and independence by the supervisor, under the guidance of the Head of Section. The supervisor will monitor and evaluate the performance of the JPO in terms of quality of client-oriented services, ability to meet deadlines, problem solving, initiatives and teamwork. The supervisor will prepare, in consultation with the JPO, periodic performance reports according to the work plan established and agreed upon the JPO’s entry on duty.

3. Duties and Responsibilities

Under the authority the Director of the Division of Ecological and Earth Sciences, and under the direct supervision of the Chief of Section for Man and Biosphere Research and Policy of the Division of Ecological and Earth Sciences, the JPO will give support to the implementation of the activities of the programme on "The Man and the Biosphere (MAB)", mainly to the implementation of the following duties and responsibilities:

- a) Assist in the preparation of MAB policy papers related to biodiversity conservation in biosphere reserves, landscape management and the relationship between economic valuation of natural resources as well topics related to the overall MAB Programme;
 - b) Assist in the establishment and improvement of databases on biosphere reserves using appropriate software;
 - c) Assist in the analysis of extra-budgetary projects of MAB and the related project development and contribute to project planing (methodology, outlines, costs, material and human resources and reporting);
 - d) Representing UNESCO at scientific and technical meetings including undertaking field missions as assigned by the Chief of Section;
- Any other duties entrusted to the JPO by the Director related to the technical and scientific implementation of the MAB Programme.

4. Required Qualifications

Education:

Master's Degree, preferably PhD, in one of the ecological or natural sciences.

Work experience:

- Two years of working experience in one of the ecological or natural sciences.
- Project management and experience in publications would be an asset.
- Preferably experience with organizations dealing with international technical or environmental co-operation.

Competencies and skills:

- Ability for independent work under regular supervision.
- Good knowledge of micro-computer operation systems, data base applications, text processing

Languages:

Excellent knowledge of English or French as first language, and good knowledge of French or English as the second language.

5. Learning Elements

The JPO will learn in detail about the UN Environmental Programmes in general and about the UNESCO Environment Programmes in particular. He/she will improve the knowledge about international procedures and learn about implementing extrabudgetary projects.

6. Background Information

The JPO will mainly assist the Division of Ecological Sciences in establishing new databases on information related to biosphere reserves, in organising overall publications, and in co-operating in the implementation of extra-budgetary projects. Although the JPO is able to work independently under supervision and is already familiar with an international environment, the learning of new methodology adapted to the UN-system is compulsory. Particularly, the JPO should become familiar with the handling of and processing of sensitive information coming from Member States in the initial phase of the appointment. The ability to integrate in a working team is required. A positive performance evaluation of the JPO after the initial period of around year may lead to the attribution of more independent and autonomous tasks, such as direct contact to institutions working in or around biosphere reserves.

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Führungskräfte zu Internationalen Organisationen (BFIO).**

**Alle Bewerbungsformalitäten unter www.bfio.de,
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