



## UNESCO Trainees Programme

### JOB DESCRIPTION

#### 1. GENERAL INFORMATION

**Title:** Trainee on Water and Environmental Sciences

**Sector:** Natural Sciences Sector, Water and Environmental Sciences unit

**Duty station:** Jakarta, Indonesia

**Director/Head of the office:** Shahbaz Khan

**Trainee supervisor:** Shahbaz Khan, Director

#### 2. DESCRIPTION

**Duration:** 6-12 months

**Description of tasks:**

- Provide technical support for the implementation of Man and the Biosphere (MAB) Programme, International Hydrologic Programme (IHP) and World Heritage programme related projects in Asia and the Pacific.
- Assist in providing data and technical input for the design, development, implementation and monitoring of the current and possible extra-budgetary projects.
- Liaise with partners involved in the implementation of the UNESCO Natural Sciences programmes, including Government agencies, NGOs, research institutions and others.
- Promote and develop national and regional networks and partnership among governmental authorities, NGOs, local communities, scientific institutions and private sector involved in UNESCO programmes to exchange information and experience for reconciling environment protection and socio-economic development.
- Identify, study and produce documents on ecological, socio-economic and community development issues related to environment and biodiversity conservation especially in Biosphere Reserves, ecohydrology, and natural World Heritage sites in Indonesia and in the Asia-Pacific region. This will be done in cooperation with UNESCO Jakarta staff, site managers, and the relevant research and management institutions as well as other international and regional organizations in the environmental and water sciences field.

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

- Contribute to the development of activities/projects on sustainability science and education for sustainable development, mitigation and adaptation to climate change and other aspects of Global Environmental Change in the Biosphere Reserves, Natural World Heritage Sites, and/or Global Geoparks in the Asia Pacific region (ER9 Use of biosphere reserves as learning places for equitable and sustainable development and for climate change mitigation and adaptation strengthened)
- Contribute to the development of activities/projects in improving water security in response to local, regional, and global challenges using multidisciplinary and environmentally sound approaches to water resources management (ER 10: Responses to local, regional and global water security challenges strengthened)



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### Learning objectives:

After the assignment the trainee will have:

- Acquire a basic knowledge of Natural Sciences programme related to UNESCO's areas of competence, namely MAB, IHP and natural World Heritage.
  - Learn how to deal with diverse stakeholders, including local and technical authorities, government agencies, NGOs, research institutions, private sector, and other networks.
  - Attain project management and implementation, planning, setting particular objectives and develop appropriate mediation with partners, coordination, monitoring and evaluation mechanisms, and report writing and oral reporting.
  - Gain basic working knowledge of the operations of an intergovernmental organization, including technical and administrative procedures.
  - Strengthen his/her analytical, communication, negotiation, interpersonal and team work skills; Develop resilience to international and intercultural working environment.
  - Acquire the ability to networking and exploring new funding partners.
  - Enrich knowledge on water and environment sciences, especially on biodiversity and sustainable development, socio-economic and community development issues.
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### 3. QUALIFICATIONS AND EXPERIENCE OF THE CANDIDATE REQUIRED

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

- First level of University studies accomplished or enrolment in a post-graduate degree (Master or PhD level) at the application time. The internship may start within 1 year after graduation
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#### Work experience (if needed):

- Some experience related to water, environment and natural resource management is considered an asset.
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#### Language requirements:

- Proficiency (written and spoken) in English
  - Knowledge of one of the other official UNESCO languages (French, Arabic, Russian, Spanish, and Chinese) will be an asset.
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#### Core Competencies:

- Teamwork: Ability to establish and maintain effective working relations with colleagues within a multi-cultural setting and willingness to work effectively in team environment; Strong interpersonal skills.
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- Communication: Ability to speak and write clearly and effectively. Excellent spoken and written communication skills. Ability to exchange information on complex issues related to sciences, environment and development.
- Planning and organizing: Ability to develop clear goals that are consistent with agreed strategies.
- Commitment to Continuous Learning: Ability to keep abreast of new developments in own occupation and updates on the areas of work.
- Respect for Diversity: Ability to work with efficiency, competence, integrity and in harmony with people of different backgrounds; Disposition to share its own culture and learn from others.

### Otherskills:

- Fully proficient in computer skills and use of relevant software such as MS Office and internet literate
- Ability to work with minimum supervision, capacity to be multi-task and proactive, flexibility to encourage ownership and self-initiative in introducing and developing new ideas, projects or activities.
- Well developed planning and organizational skills, including the ability to organize own work, handle and manage complex projects, and ensure timely delivery of results.

### Further remarks (if needed):

Brief description of the office:

The UNESCO Office in Jakarta is one of the largest Field Offices of UNESCO. The office employs approximately 70 staff. UNESCO Jakarta is a cluster office with responsibility across all UNESCO sectors – education, natural sciences, social and human sciences, culture, communication and information, for Indonesia, Brunei Darussalam, Malaysia, Philippines and Timor-Leste. The Jakarta Office also acts as UNESCO's Regional Sciences Bureau for Asia and the Pacific; where its task lies in providing technical support for the development of UNESCO's sciences programmes for sustainable development in the region, in the fields of water, ecology, geology, disaster risk reduction, science and society, science education, science policy, networking and capacity building.

**SIGNATURE OF HEAD OF OFFICE:**

**DATE: 15 October 2015**