

Post title **Programme Specialist**
Organisational unit **Unit on Global Water Assessment, World Water Assessment Programme (WWAP),
Natural Sciences Sector**
Duty station **Perugia, Italy**
Grade **P-3**
Post number **EU/OS/ITA/SC/0016**
Closing date **9 September 2008**

Main responsibilities Under the authority of the Director of Division of Water Sciences and the Coordinator of World Water Assessment Programme (WWAP) (Director of Unit of Global Water Assessment of UNESCO), the incumbent will be responsible for the following duties:

- Contribute to the development and timely publication of the World Water Development Reports (WWDRs) and other relevant products of WWAP by: (i) participating in strategic planning, organization, drafting and editing of WWDR and other publications; (ii) coordinating the authors; (iii) monitoring and reporting of WWDR production progress; (iv) contributing to the selection and preparation of case studies in developing countries.
- Coordinate the Public Relations and Networking activities of WWAP, including those with current donors and those in Italy by: (i) implementing strategies/action plans for networking, advocacy, public relations and promotion of WWAP and WWDR as well as other relevant products of UN-Water; (ii) contributing to the overseeing of the design, maintenance, updating and management of WWAP web portal and relevant IT tools; (iii) liaising and networking with local partners and stakeholders, including the government of the Umbria Region; (iv) contributing to the drafting and follow-up of periodic activity reports to governmental and other donors; (v) assisting the Coordinator and Deputy-Coordinator in liaison with donors; (vi) managing the budget allocated for networking and public relations activities.
- Contribute to WWAP's capacity development programmes geared towards enhancing the capabilities of developing countries in various water related sectors.
- Contribute to WWAP's project design activities, developing grants and general fund raising activities.
- Contribute to the management of WWAP's side projects.
- Coordinate the organization of conferences, seminars and meetings, with a major role in the strategic formulation of the technical/scientific aspects.

- Profile**
- Advanced university degree, preferably at Doctorate level, in engineering, chemical or environmental sciences, with specialization in water. Specific training in Project Management is desirable.
 - At least 4 years of progressively responsible experience, of which preferably 2 years acquired at the international level, preferably in developing countries, in the field of freshwater related projects. Familiarity with the United Nations System is an asset.
 - Proven experience in project formulation, design and management, grant writing and fund-raising.
 - Proven experience in organizing conferences, seminars and workshops, with a role in the strategic formulation of the technical/scientific aspects. Proven experience in networking activities.
 - Excellent communication (spoken and written) skills.
 - Good IT skills.
 - Excellent knowledge of English and good knowledge of French. Knowledge of Italian would be an asset.

Conditions of employment UNESCO's salaries are calculated in US dollars but mainly paid in local currency. They consist of a basic salary and a post adjustment which reflects the cost of living in a particular duty station and exchange rates. For this post, the annual remuneration in local currency will start from around USD 100,780 (USD 94,072 if without dependants) exempt from income tax. In addition, UNESCO offers an attractive benefits package including 30 days' annual leave, home leave, an education grant for dependent children, a pension plan and medical insurance. The initial appointment, which is for 1 year, includes a probationary period of 9 months, and is renewable, subject to satisfactory service. Worldwide mobility is required as staff members have to serve in other duty stations according to UNESCO's job rotation policy. **It is to be noted that this is an extra budgetary position of a continuing nature but the duration of the appointment will be subject to the availability of the funds.** UNESCO is a non-smoking Organization.

How to apply When applying for UNESCO vacancies, please only use the on-line recruitment system at www.unesco.org/employment. Candidates without access to internet may send a paper application by completing the official UNESCO CV form (available at Headquarters, UNESCO Offices, National Commissions in Member States, or any office of a United Nations Resident Representative) in English or French to *Chief, HRM/RCR, UNESCO, 7 place de Fontenoy, 75352 Paris 07 SP, France*, before the closing date, quoting the post number: **EU/OS/ITA/SC/0016**. UNESCO does not charge a fee at any stage of the recruitment process. If you have any question concerning persons or companies claiming to be recruiting on behalf of UNESCO and requesting payment of a fee, please contact: Recrutweb@unesco.org.

UNESCO is committed to gender equality in its programming and to gender parity within the Secretariat. Therefore, women candidates are strongly encouraged to apply, as well as nationals from non- and under-represented Member States.

Non- or under-represented Member States as of June 2008 (please check at www.unesco.org/employment for the latest situation): Andorra, Angola, Antigua and Barbuda, Armenia, Austria, Azerbaijan, Bahamas, Bahrain, Belize, Bolivia, Botswana, Brunei Darussalam, Cape Verde, Central African Republic, Chad, Chile, China, Colombia, Comoros, Cook Islands, Djibouti, Dominica, Dominican Republic, El Salvador, Equatorial Guinea, Estonia, Fiji, Gabon, Ghana, Grenada, Guatemala, Guinea-Bissau, Guyana, Haiti, Honduras, Hungary, Iceland, Indonesia, Iraq, Jamaica, Kazakhstan, Kiribati, Kuwait, Lesotho, Liberia, Libyan Arab Jamahiriya, Luxembourg, Malaysia, Maldives, Marshall Islands, Mauritania, Micronesia (Federated States of), Monaco, Montenegro, Myanmar, Namibia, Nauru, Niue, Oman, Palau, Paraguay, Qatar, Republic of Korea, Republic of Moldova, Rwanda, Saint Kitts and Nevis, Saint Vincent and the Grenadines, San Marino, Sao Tome and Principe, Saudi Arabia, Singapore, Slovenia, Solomon Islands, Suriname, Swaziland, Switzerland, Tajikistan, Thailand, Timor-Leste, Tonga, Trinidad and Tobago, Turkey, Turkmenistan, Tuvalu, United Arab Emirates, United States of America, Vanuatu, Venezuela, Viet Nam.