

Junior Professional Officers (JPO) Programme

Terms of Reference

GENERAL INFORMATION

Title:	Junior Professional Officer – Earth Sciences and Geoparks
Organizational Unit:	Division of Ecological and Earth Sciences, Earth Sciences and Geoparks Section (SC/EES/EG), Natural Sciences Sector
Duty Station:	Paris, France

SUPERVISION

Direct supervision by: Kristof Vandenberghe, Chief Earth Sciences and Geoparks Section

DUTIES AND RESPONSIBILITIES

Under the supervision of the Chief of the Earth Sciences and Geoparks Section working in a competent and dynamic team based at UNESCO Headquarters in Paris to facilitate international scientific cooperation in the geosciences and sustainable use of natural resources, and to advance new initiatives related to geo-diversity and geo-heritage. In particular the JPO will:

- a) Draft project reports, brochures and training materials for the activities implemented by the Section;
- b) Update the International Geoscience Programme and UNESCO Global Geoparks databases;
- c) Provide support to colleagues in the Section to ensure the delivery of the outputs and the monitoring of new Geoparks and new geoscience projects;
- d) contribute to the preparation of inputs to statutory events and meetings, such as the UNESCO Global Geoparks Council and the Council of the International Geoscience Programme;
- e) Strengthen the visibility of UNESCO Earth Sciences activities and mandate by contributing to the social media, information meetings as well as websites updates;
- f) Get acquainted with the work of UNESCO and perform other related Section's duties as required.

REQUIRED QUALIFICATIONS

Education: Recently completed a Postgraduate Degree or equivalent in geology, geophysics and natural sciences, or other related fields;

Competencies and skills:

Required:

- Excellent written and oral communication skills
- A sound understanding of standard computer programs,

Desired:

- Previous work experience in the field of geosciences communication,
- Experience with Data management,
- Project management methodology and GIS knowledge

Language skills: Fluency in English (both oral and written) is required; knowledge of the other working language of UNESCO's headquarters (French) is desirable.

LEARNING ELEMENTS

UNESCO offers the possibility to work in a dynamic and international environment, engaging with global partners, country delegations and world-renowned experts in the field of Earth sciences. You will have a better view on international development cooperation at UN level, and work on concrete outputs and results. You will plan, organize and work under pressure – but can count on guidance and coaching by the team's experts. You will gain communication skills and experience in outreach and partnership building.

BACKGROUND INFORMATION

UNESCO is a specialized agency of the U.N. system that promotes collaboration among its member countries in the fields of education, natural sciences, social and human sciences, culture, and communications and information. With an annual budget of approximately \$300 million, it has more than 2,000 staff members working at its headquarters in Paris and 65 field offices and institutes worldwide. Purpose: Support the work of UNESCO's Section on Earth Sciences and Geoparks. Participate in the work of the Section's projects and programmes, with a special focus on the UNESCO Global Geoparks (UGGP) and the International Geoscience Programme (IGCP). UNESCO is the only organization within the UN with a mandate to support geology and geophysics and will provide the Junior Professional Officer, the opportunity to immerse in the UNESCO environment and learn beyond the authentic Earth Sciences subjects. The JPO will contribute to UNESCO's mandate, which is to enhance peace in the world through activities within Education, Sciences and Culture.