



Junior Professional Officers (JPO) Programme

Terms of Reference

GENERAL INFORMATION

Title: Junior Professional Officer – Ocean Policy/Operational Support to IOC Chair

Organizational Unit: IOC/EO/AO

Duty Station: UNESCO HQ, Paris, France

SUPERVISION

Direct supervision by: Ksenia Yvinec, Head, IOC Operational Support Unit (IOC/EO/AO)

Under the overall authority of ADG/IOC and the direct supervision of the Head of the IOC Operational Support Unit, working in close collaboration with the Unit's staff, the JPO will assist the Head of Unit in preparation of the IOC Governing Bodies and Officers' meetings, facilitating respective interaction and coordination throughout intersessional periods, assist IOC Chair in preparing speeches and documentation related to his duties.

DUTIES AND RESPONSIBILITIES

Within this context, the JPO will be responsible for:

- Supporting and facilitating the preparation of the Officers' meetings, IOC Governing Bodies and Regional Subsidiary Bodies' meetings in parts related to IOC Chairs duties;
- Facilitating interaction between the Officers and the Chair throughout intersessional periods by maintaining necessary records;
- Assisting in the organization of IOC Chair's work and travel, developing analysis, reports, mappings, briefings, and other internal and external documents as required; and
- Undertaking any other tasks as required for the IOC Chair and as discussed with the supervisor.

REQUIRED QUALIFICATIONS

Education: Advanced university degree (Master's degree or equivalent) in international affairs, science policy, ocean sciences or related field. A first-level university degree in combination with additional two years of relevant experience may be accepted in lieu of an advanced university degree.

Work experience:

- Preferably a minimum of 2 years of professional experience in related areas.
- Experience at international level desirable.

Competencies and skills:

- Good organizational and project design skills;
- Excellent (oral and written) communication skills, including the ability to draft and produce a variety of written material in a clear and concise manner;

- Ability to work effectively in a team and to maintain good working relations within a multi-cultural environment.

Languages: Excellent knowledge of English; knowledge of another UNESCO official language is an asset.

LEARNING ELEMENTS

- Acquire in-depth knowledge of the IOC mandate and a good understanding of UNESCO's, and in particular UNESCO Ocean Programmes;
- Gain a solid working knowledge of the operations of an intergovernmental organization
- Learn how to deal with diverse stakeholders; and
- Strengthen analytical and interpersonal skills.

BACKGROUND INFORMATION

The Intergovernmental Oceanographic Commission (IOC) is a body with functional autonomy within UNESCO. The Commission defines and implements its programmes according to its stated purpose and function and within the framework of the budget adopted by its Assembly and the General Conference of UNESCO.

The IOC's purpose is to promote international cooperation and to coordinate programmes in research, services and capacity building, in order to learn more about the nature and resources of the ocean and coastal areas and to apply that knowledge for the improvement of management. Sustainable development, the protection of marine environment, and the decision-making processes of its Member States. The work is guided by the Medium-Term Strategy 2022-2029 and biennial Programme and Budgets. The IOC also coordinates the UN Decade of Ocean Science for Sustainable Development 2021-2030.

The Officers of the Commission are the Chairperson and five Vice-Chairpersons, guided by the IOC Statutes and Rules of Procedure, including their terms of reference

<https://oceanexpert.org/document/25080>.

FOR UNESCO INTERNAL ADMINISTRATION PURPOSES (not for public information)

Post title	Junior Professional Officer – Ocean Policy/Support to IOC Chair		
Post grade	P-1/P-2		
Organizational unit (Sector/Bureau/Section/Unit or Field Office)	IOC/EO/AO		
Post no.	IOC 802		
Supervisor title	Head, IOC Operational Support Unit	Supervisor post no.	IOC-400
Budget code			
Comments			