

Junior Professional Officers (JPO) Programme

Terms of Reference

GENERAL INFORMATION

Title: JPO, Bureau of Human Resources Management (HRM)

Location: Paris, France

SUPERVISION

As a member of HRM, the JPO will contribute to the implementation of the UNESCO's Human Resources Strategy. Depending on his/her expertise and the concurrent priorities of HRM upon appointment, the JPO may be assigned to the following areas of HRM : Office of Director/HRM, Human Resources Planning, Entitlements and Services and/or HR Partnerships.

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 requests which need immediate action. This will require substantial flexibility and teamwork. The JPO will be gradually given more responsibility and independence by the supervisor who 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. Under the guidance of the Director or the relevant Chief of Section, the supervisor will establish - in consultation with the JPO - periodic performance reports according to the work plan established and agreed upon.

DUTIES AND RESPONSIBILITIES

As part of his/her work, the JPO will be led to do research and to review HR policies applied within the United Nations System and other multilateral and non-governmental Organizations, including public and private sector. The JPO will become familiar with key Human Resources processes within an international organization, and will gain a thorough understanding of the UN system and its components, through research and networking. He/she will acquire skills in developing and implementing Human resources policies and programmes at HQs and in Field offices.

The JPO will contribute to implement HR processes, policies, programmes and other initiatives which support the career development of staff.

REQUIRED QUALIFICATIONS

Education:

Advanced university degree in Human Resources, Business or Public Administration, Law, Social and Human Sciences or equivalent, or a combination of relevant academic qualifications;

Work experience:

Preferably two years of professional experience in the field of Human Resources Management or related areas;

Competencies and skills:

1. Outgoing, enjoy working with and for other people;
2. Flexible in approach to work as well as well-organized and skilled in data management;
3. Responsive with a client service orientation.

Languages:

Working knowledge of English or French (oral and written) mandatory, knowledge of both an asset.

LEARNING ELEMENTS

As part of his/her work, the JPO will be led to do research and to review policies and practices as applied within other agencies and programmes of the United Nations System. The JPO will become familiar with key Human Resources processes within an international organization, and will gain a thorough understanding of the UN system and its components, through research and networking.

During the JPO assignment, s/he will learn about: a) the contribution of human resources management to the delivery and implementation of the Organization's mandate; b) the fundamentals of the United Nations System civil service, the main bodies, authorities and processes relating to it, the delegated authorities and inter-agency mechanisms, and UNESCO's role and contribution to the inter agency framework; c) analysis, development, and implementation phases of HR information systems.

BACKGROUND INFORMATION

This is an interesting opportunity for a JPO to become familiar with a range of key Human Resources processes in a multicultural, global UN agency and at the same time to enjoy a degree of autonomy in setting up a key career support service. The JPO will contribute to the implementation of the Human Resources Strategy 2017-2022. Click on:

<http://unesdoc.unesco.org/images/0025/002527/252788E.pdf>

and www.unesco.org

Junior Professional Officers (JPO) Programme

Terms of Reference

GENERAL INFORMATION

Sector: Bureau of Strategic Planning

Organizational Unit: Section for Budget and Risk Management

Location: Headquarters, Paris (France)

SUPERVISION

Direct supervision by: Mr. Iwao Motoyama, Chief, Section for Budget

Under the direct supervision of the Chief of section for budget and under the overall authority of ADG/ADM, the JPO shall assist in the preparation of the Organization's biennial budget as well as in dealing with various budgetary issues. The Director of the Bureau oversees the Organization's strategies and the planning related to both the programmatic and the budgetary aspects, and the Chief of section will provide guidance to the JPO in all aspects of the daily work in the area of budget.

DUTIES AND RESPONSIBILITIES

Under the authority of the Director of the Bureau of Strategic Planning, and under the direct supervision of the Chief of Section for budget and risk management, the JPO shall assist mainly in the following tasks:

1. Preparation of the budget for the biennial Draft/Approved Budget, by:
 - assisting in the development of budgeting policies and in the review of budgeting techniques,
 - assisting in the analysis of technical and economical elements such as inflationary and statutory cost increases,
 - assisting in the interaction and coordination with other sectors/bureaux,
 - assisting in the verification and consolidation of budget elements for the purpose of constructing the Organization's overall budget, etc.;
2. Other daily tasks related to the budget preparation and management, for example:
 - drafting and preparing reports and documents related to budgetary matters,
 - implementation of the Results-based-budgeting (RBB) procedure,
 - work plan preparation and follow-up,
 - preparation and follow-up of budgetary matters discussed in the Executive Board,
 - providing advice to other sectors/bureaux on budgetary matters.

REQUIRED QUALIFICATIONS

Education: Master degree and studies preferably in business administration (MBA), public administration, economics or accounting, or equivalent education and training.

Work experience: 2 year professional experience preferably in a budget/finance area of a national or international organization.

Competencies and skills: Good adaptation skills to multicultural working environment, ability to communicate effectively and clearly on technical and policy matters, high analytical skills to examine budgetary and financial data, and excellent computer skills for Excel spreadsheet, word processing, PowerPoint, etc.

Languages: Excellent knowledge of English. Knowledge of French will be an asset.

LEARNING objectives

As a member of the BSP team, and through the two year period of assignment, the JPO will have the possibility of participating in all the technical and political aspects of budget preparation of a large international organization. The JPO will also be able to learn, through the daily interaction with the colleagues of other sections in BSP, how the programmatic aspects of the Organization are planned and monitored. All these will allow the JPO to grasp the organization-wide strategic process on both the budget and the programme.

BACKGROUND INFORMATION

The Bureau of Strategic Planning (BSP) is the Organization's central focal point for all strategic, programmatic and budgeting issues, as well as for cooperation with the extra budgetary funding sources and public/private sector partnerships, and it provides advice to the Director-General thereon. BSP also leads and coordinates UNESCO's participation in the United Nations system inter-agency activities. In order to fulfill these mandates, BSP comprises mainly of five sections, one of which focuses on the budget preparation and budgetary issues arising in the course of the biennia. The section is required to work closely with all the other sections of BSP in order to ensure smooth and coherent preparation of programme and budget and their implementation.

For more information, <http://www.unesco.org/new/en/bureau-of-strategic-planning/>

Draft JPO Proposal
Regional Bioethics Programme for Latin America and the Caribbean
(Montevideo Office)

- **Name and title of the supervisor (at least at P3 level)**
Susana Vidal, Programme Specialist, Regional Bioethics Programme for Latin America and the Caribbean (UNESCO Montevideo Office) (P4)
- **Information on the supervision modalities**
The incumbent shall work under the direct supervision of the Regional Bioethics Programme Specialist, who in turn will report to SHS/HQ in a coordinated manner.
- **Duties and responsibilities**
The JPO will be welcome to join the four main initiatives of the Regional Bioethics Programme in Latin America and the Caribbean through offering professional support as deemed appropriate to: the creation and training of National Bioethics Programme (NBC) under the UNESCO Assisting Bioethics Project (ABC); the implementation of the UNESCO Core Curriculum in Bioethics in Latin American and the Caribbean Countries; the management and fostering of the contribution of the Region to the GEOBs Observatory; the management of Redbioetica UNESCO activities (namely its journal and biennial activities).
- **Qualifications required**
 - Degree equivalent to a Bachelor's Degree or a Master's Degree in Health and/or environmental sciences related careers and/or the Social Sciences (eg. philosophy, sociology, political sciences, law, communication).
 - At least two to four years of relevant work experience (two years with a Master Degree (or higher) or 4 years with a Bachelor Degree).
 - Proficiency in Spanish and/or English (spoken and written).
 - Computer literacy in standard software applications.
 - Keen and demonstrated interest in bioethics issues, in particular clinical research bioethics, social bioethics, ethics of science, environmental and health ethics.
 - Ability to establish and maintain good working relations with people of different national and cultural backgrounds.
- Learning elements

The JPO will gain experience in the planning; execution and evaluation of Bioethics international cooperation for development priorities from a Human Rights based approach.

Through his/her incorporation to the Regional Bioethics Programme the JPO will have the opportunity to access the main Bioethics academic network in the Region, take part actively in its dynamics and activities, and beneficiate from its regionally rooted production of academic knowledge.

A new Regional realm in the field of Bioethics shall open for her/him that will complement and enrich her/his original academic training and experience, thus widening her/his academic and international cooperation interpretation of the global reality regarding Bioethics issues. It will also open new multicultural windows of opportunity for her/his work and/or research as desirable.

- Background information

More information on the Regional Bioethics Programme:

<http://www.unesco.org/new/es/office-in-montevideo/ciencias-sociales/bioethics/>

Junior Professional Officers (JPO) Programme

Terms of Reference

GENERAL INFORMATION

Title: SDGs Coordinator for Natural Sciences in Asia and the Pacific Region

Sector: Natural Sciences

Location: Jakarta (UNESCO Jakarta, Regional Science Bureau for Asia and the Pacific)

SUPERVISION

The JPO will be guided by the Director of UNESCO Jakarta Office, Regional Science Bureau for Asia and the Pacific, in coordination with unit chiefs of Natural Sciences in UNESCO Jakarta Office.

The JPO will benefit from the following supervision modalities:

- Structured guidance provided by the supervisor, especially in the beginning of the assignment.
- Establishment of a work plan, with clear key results.
- Effective supervision through knowledge sharing and performance/development feedback throughout the assignment.
- Easy access to the supervisor.
- Participation in Unit/Team/Office meetings to ensure integration and operational effectiveness.
- Advice in relation to learning and training opportunities within the field of expertise.

DUTIES AND RESPONSIBILITIES

Under the overall supervision of the Director, UNESCO Office Jakarta, the JPO shall undertake following tasks:

- I. Coordinate and assist the implementation of science based SDGs. The JPO will be responsible for:
 1. liaising with different units of UNESCO Jakarta Office, Headquarter and field offices, and the Intergovernmental Oceanographic Commission/Sub-Commission for the Western Pacific (IOC/WESTPAC) Secretariat to ensure the development and smooth implementation of individual projects and of inter-sectoral activities related to SDGs in the region;
 2. maintaining close contact with donor institutions in the Japanese and other government and private sector and provide reports and information to them in a timely manner at their request;

3. liaising, as necessary, with other partners such as government counterparts and project partners, and National Commissions for UNESCO, partners in Japan and other countries in Asia and the Pacific region;
4. providing administrative and financial assistance and advice, including assistance in the provision of oversight of all administrative and financial matters with regard to SDG-related projects in line with UNESCO's administrative rules and regulations;
5. working with the Director's Office in the planning, development, implementation and monitoring of SDG related projects including writing of the background papers and providing technical support and advice as necessary;
6. monitoring the implementation rate and communicating it with the project officers, also facilitating timely discussions with the donor to get approval, if necessary, on possible re-programming of project activities and budgets; and
7. Promoting the visibility of UNESCO Science activity, through regular contributions to the UNESCO Jakarta Office's website, office brochures, annual reports and other promotional materials.

REQUIRED QUALIFICATIONS

Education: A Master or PhD degree preferably in natural science or social science related to ecology, engineering, sustainable development and/or natural resource management.

Work experience: A minimum of 2 years working experience in projects implementing sustainable development and/or natural resource management by the time when JPO starts working. Work experience within the context of a UN organization and/or developing countries is asset.

Competencies and skills:

- Proven experience in proposal writing and reporting, and of raising funds
- An aptitude for team work as well as a collaborative and patient disposition
- Proficiency in English. Knowledge of Indonesian and the willingness to make efforts to communicate in Indonesian with many government and non-government partners is an asset
- Willingness to travel and engage with other countries in the Asia Pacific Region, particularly cluster countries of Jakarta Office.

Languages: English

LEARNING ELEMENTS

JPO will gain on substantial knowledge on global agendas such as Agenda 2030, the Paris Climate Agreement, Sendai Framework of Disaster Risk Reductions, and relevant policies, as well as strategy of UNESCO to mobilize scientific knowledge in the context of UNESCO Natural Sciences programmes. In addition, she/he will be able to conceptualize and draft

project proposals and project documents, draft correspondence in standard UN formats, prepare relevant papers and become familiar with UNESCO and UN regulations for project management.

She/he will also gain valuable experience in international consultations. She/he will have opportunities to learn to effectively organize, participate and present at meetings, workshops and conferences. She/he will also gain insight into the UNESCO and UN institutional working structure.

After the contract period, the JPO will be able to develop, implement, monitor and evaluate the assigned projects. She/he will have good knowledge of the UN system and of the needs and challenges of the region to achieve the SDGs as well as the science stakeholders and networks in place.

BACKGROUND INFORMATION

UNESCO hosts major international programmes in the freshwater, marine, ecological, earth and basic sciences. Science policy at the national and sectoral levels is a key part of UNESCO's work in science. Emphasis is given to developing countries, in particular to Africa and to ensuring gender equality in science. Cross-cutting themes include natural disaster reduction, biodiversity, engineering, science education, climate change and sustainable development in small island developing states.

It is increasingly recognized that solutions to today's global challenges such as climate change and youth unemployment need a multi-sectoral response and in this regard UNESCO mobilizes scientific knowledge in the context of its multidisciplinary mandate in education, culture, the social and human sciences and communication.

UNESCO Jakarta Office, as the Regional Science Bureau for Asia and the Pacific, will provide policy-relevant and timely expertise in diverse fields such as freshwater, biodiversity and ecosystems, disaster risk reduction, climate change, and science, technology and innovation to support 2030 Agenda in the region. In particular, the Regional Science Bureau will seek synergies for effective coordination, joint actions between science programs and funding sources for:

- South-South-North collaboration and establishment of stronger partnerships
- Improved programme effectiveness (coordinator, aiming at co-financing modalities, aim at development of larger projects/programmes) by mainstreaming, capitalizing and expanding UNESCO Family (including UNESCO Chairs and Category 2 Centres)
- Better communication and visibility of activities and results to donors, Member States, and the larger public
- Cost-effectiveness, results-based management, visibility and impact of funds-in-trust

For more information, please consult <http://www.unesco.org/new/en/jakarta/home>

Junior Professional Officers (JPO) Programme

Terms of Reference

GENERAL INFORMATION

Sector: Natural Sciences

Unit: Disaster Risk Reduction

Location: Nairobi, Regional Office for Eastern Africa

SUPERVISION

Direct supervision by: Jayakumar Ramasamy

The JPO will be under the overall guidance of the Regional Director, UNESCO Regional Office for East Africa and the direct supervision of the Senior Programme Specialist of Natural Sciences, with technical coordination from International Hydrological Programme Secretariat / Disaster Risk Reduction and Resilience Section in UNESCO Headquarters.

The JPO will benefit from the following supervision modalities:

- Structured guidance provided by the supervisor, especially in the beginning of the assignment, with the purpose of gradually increasing the responsibilities of the JPO.
- Easy access to the supervisor. Establishment of a work plan, with clear key results.
- Effective supervision through knowledge sharing and performance/development feedback throughout the assignment.
- Participation in Unit/Team/Office meetings to ensure integration and operational effectiveness. Guidance and advice in relation to learning and training opportunities within the field of expertise.

DUTIES AND RESPONSIBILITIES

The JPO will facilitate the implementation of disaster risk reduction, post crisis environmental assessment and use of UNESCO designated sites as learning laboratories for climate change adaption / mitigation and vulnerability assessment mapping for East African countries. She/he will also provide institutional support and liaison with partners and agencies working on Disaster Risk Reduction and Disaster Risk Management as well as on Climate Change adaptation. Under the authority of the Director and the guidance and support of the Supervisor, the JPO will undertake the following tasks:

- Assist East African regional countries in identifying the environmental vulnerabilities related to natural and man-made hazards
- Assist in strengthening the networking on disaster risk reduction in the region
- Support the development of pilot projects and programmes to ensure an increased resilience to natural disasters in selected countries from East Africa
- Organize and participate in workshops, meetings, conferences and consultations with other agencies and/or other partners
- Collect good / best practices and support their dissemination through appropriate distribution mechanisms
- Liaise with IHP, EES and other relevant units in UNESCO as well other relevant partners
- Liaise with other partners in areas of potential complementarity, particularly with regard to climate change adaptation
- Participate in the development of post crisis environmental recovery programmes in the East African region where the drought is a major crisis

- Monitor and analyze programme development and implementation and review relevant documents and reports in drought management
- Provide support to ongoing post-crisis programmes.
- Prepare draft documents and other relevant documentation as may be required by the Science Sector

Output Expectations

- Vulnerability assessment completed for a number of selected countries
- Assisted in development and implementation of capacity building activities and pilot projects
- Strengthened regional network on disaster risk reduction
- Development of dissemination strategy on DRR good / best practices

REQUIRED QUALIFICATIONS

Education: Advanced university degree in natural resources management, environmental sciences, engineering or other fields relevant to disaster management.

Work experience: At least two years of work experience in a relevant field, preferably in a developing country.

Competencies and skills: Fully proficient computer skills in standard software applications.

Languages: Fluency in written and spoken English is essential. Working knowledge of another UN language preferably French would be an asset.

LEARNING ELEMENTS

JPO will gain on substantial knowledge on global agendas such as Sendai Framework of Action, Paris Climate Agreement, SDG and policies and procedures to minimize environmental threats to human wellbeing from environmental causes and consequences of existing and potential natural and man-made disasters. In addition, she/he will be able to conceptualize and draft project proposals and project documents, draft correspondence in standard UN formats, prepare relevant papers and become familiar with UNESCO and UN regulations for project management. She/he will also gain valuable experience in international consultations. She/he will have opportunities to learn to effectively organize, participate and present at meetings, workshops and conferences. She/he will also gain insight into the UNESCO and UN institutional working structure.

After two years the JPO will be able to develop, implement, monitor and evaluate the assigned projects. She/he will have good knowledge of the UN system and of the environmental needs and problems of the region as well as the environmental institutions and mechanisms in place.

BACKGROUND INFORMATION

UNESCO is engaged in the conceptual shift in thinking away from post-disaster reaction and towards pre-disaster action. Working alone or in collaboration with other UN Agencies and/or other scientific entities, UNESCO has been a catalyst for international, inter-disciplinary cooperation in many aspects of disaster risk reduction and mitigation. By operating at the interface between natural and social sciences, education, culture and communication, UNESCO plays a vital role in constructing a global culture of resilient communities in a trans- and cross-disciplinary manner.

UNESCO assists countries to build their capacities in managing disaster and climate risk. It supports their efforts in preventing, mitigating the effect of and coping with disasters. This is achieved by using education and raising awareness in a culturally sensitive manner and focusing efforts on UNESCO designated and affiliated sites (such as World Heritage Sites, educational facilities, Biosphere Reserves and Global Geoparks).

For more Information, <http://www.unesco.org/new/en/nairobi/home/>



JPO Programme

Terms of Reference

GENERAL INFORMATION

Location:	Beijing, China
Organizational Unit:	UNESCO Beijing Cluster Office for People's Republic of China, the Democratic People's Republic of Korea, Japan, Mongolia and the Republic of Korea.
Supervisor:	Frederick RUSSELL-RIVOALLAN, Programme Specialist for Social and Human Sciences

The Social and Human Sciences underpin the work of the Organization in Education, Culture, the Sciences and in Communication and Information while enhancing understanding of contemporary and complex socio-cultural challenges and assisting the international community to respond to these challenges more effectively by delivering on the goals set by the 2030 Agenda for Sustainable Development and the African Union Agenda 2063, and through the implementation of the UNESCO Operational Strategy on Youth – 2014-2021.

Under the overall authority of the Office Director and direct supervision of the Programme Specialist for Social and Human Sciences, the JPO will assist in intersectoral collaboration between the Social and Human Sciences Sector and/or Culture, Education, Communication and Information Sectors in UNESCO Beijing Cluster Office and will perform the following functions:

- (1) Contribute to the implementation of social and human science projects and activities to achieve notably SDG 5, SDG 10, SDG 11 and SDG 16, , related to – inter alia –youth engagement, youth empowerment, social transformation, sport for peace and development, gender equality, intercultural dialogue, ethical aspects of artificial intelligence, and inequality reduction within and among countries etc.;
- (2) Research, drafting, translation, editing and proof-reading of project-related documents, speeches, press-releases and reports;
- (3) Provide assistance to administrative tasks including coordination & communication, preparation of meetings and events, documentation and filing system etc.;
- (4) Undertake other tasks that may be assigned by the Supervisor.

REQUIRED QUALIFICATIONS

Education: Master level in Social and Human Sciences related fields (development studies, sociology, international relations, political science, arts and humanities, digital diplomacy, sports diplomacy etc.)

Language skills: Fluency and excellent writing skills in English are required. Proficiency or good understanding of French is desirable. Mastering one language of East Asia countries (Japanese, Korean, Mongolian, and Chinese) would be an asset.

Working Experience: at least two years in a relevant field, including policy development, advocacy and project management .

Competencies and skills:

Academic knowledge of the following subjects and possible related professional experience will be considered as an added value:

- Youth Engagement Studies,
- Civics Education,
- Sociology of Sports Studies,
- Gender Studies,
- Intercultural Relations,
- International Relations,
- Policy analysis.

LEARNING OBJECTIVES

- Obtain understanding of UNESCO's mandate, programmes and activities, with particular focus on inter-sectorality, underpinned by the social and human sciences;
- Acquire concrete work experience in project conceptualization, planning and implementation;
- Develop teamwork spirit and interpersonal communication skills in a multicultural work environment;
- Develop negotiation skills with private/government partners/sectors.

ADDITIONAL INFORMATION

Other qualifications and skills considered as an asset:

- Positive outlook on life;
- Good sense of teamwork, adaptability, and commitment to assigned tasks;
- Good computer and IT skills and experience in using Office software packages;
- Good communication skills, including writing skills;
- Ability/willingness to work in a small team under moderate to high levels of pressure.

Junior Professional Officers (JPO) Programme

Terms of Reference

GENERAL INFORMATION

Title: JPO for Geo-hazards Disaster Risk Reduction

Sector: Natural Sciences

Organizational Unit: Division of Ecological and Earth Sciences, the Section of Earth Science and Geo-hazards Disaster Risk Reduction

Location: UNESCO Paris

SUPERVISION

Direct supervision by: Soichiro Yasukawa (Programme Specialist)

The JPO will benefit from the following supervision modalities:

- Structured guidance provided by the supervisor, especially in the beginning of the assignment, with the purpose of gradually increasing the responsibilities of the JPO.
- Easy access to the supervisor. Establishment of a work plan, with clear key results.
- Effective supervision through knowledge sharing and performance/development feedback throughout the assignment.
- Participation in Section/Division meetings to ensure integration and operational effectiveness. Guidance and advice in relation to learning and training opportunities within the field of expertise.

DUTIES AND RESPONSIBILITIES

The JPO will engage 8 thematic of UNESCO DRR activities, namely 1) Early warning systems, 2) Education and School Safety, 3) DRR in UNESCO Designated sites, 4) Science, Technology and Innovation for Resilience, 5) The Built Environment, 6) Risk Governance and Social Resilience, 7) Ecosystem-Based Disaster Risk Reduction, and 8) Post Disaster Response. This will be done through

- Collaborating with other Sections/Divisions/Sectors in UNESCO HQ and Field Offices
- Seeking opportunities for collaborations with other UN Agencies
- Enhancing collaborating of existing expert networks
- Seeking new potential working partners on academics and practitioners.
- Fund raising for project in DRR

REQUIRED QUALIFICATIONS

Education: Master's Degree or equivalent in disaster management, science or other related fields.

Work experience: At least two years of work experience in a relevant field, preferably in an international environment. Experience in applying expertise in technical issue on DRR.

Competencies and skills: Fully proficient computer skills in standard software applications.

Languages: Fluency in written and spoken English is essential. Working knowledge of another UN language preferably French would be an asset.

LEARNING ELEMENTS

The JPO will gain on substantial knowledge on global agendas such as Sendai Framework of Action, Paris Climate Agreement, SDG and policies and procedures to minimize environmental threats to human wellbeing from environmental causes and consequences of existing and potential natural disasters. In addition, she/he will be able to conceptualize and draft project proposals and project documents, draft correspondence in standard UN formats, prepare relevant papers and become familiar with UNESCO and UN regulations for project management. She/he will also gain valuable experience in international consultations. She/he will have opportunities to learn to effectively organize, participate and present at meetings, workshops and conferences. She/he will also gain insight into the UNESCO and UN institutional working structure.

After two years the JPO will be able to develop, implement, monitor and evaluate the assigned projects. She/he will have good knowledge of the UN system and of the environmental needs and problems of the region as well as the environmental institutions and mechanisms in place.

BACKGROUND INFORMATION

Rationale:

The risk of natural disasters is rising. Climate change, urban pressure and lack of disaster preparedness, are increasingly transforming natural hazards more disastrous causing loss of life and economic loss.

Between 1998 and 2017, nearly 1.3 million people have lost their lives due to climate-related and geophysical disasters. These events have affected a further 4.4 billion people, due to consequent destruction, social and economic disruption and damaged infrastructure.

Whereas earthquakes and tsunamis are responsible for the highest number of casualties, climate-related events such as flood and droughts have been increasingly affecting an ever-higher number of people.

DRR is increasingly on the agenda of the UN System of Organizations. While the Sendai Framework for Disaster Risk Reduction 2015-2030 is the roadmap for DRR, other global agendas including the Sustainable Development Goals, the Paris Climate Agreement and the New Urban Agenda have targets, which cannot be attained without DRR. There is clear links between those international instruments.

UNESCO has been engaged for decades in the study of natural hazards and the mitigation of their effects. UNESCO has intergovernmental and international programmes that deal with the study of natural hazards and the mitigation of their effects. While several Programme Sectors are involved, the amount of UNESCO's action lies within SC. The scientific programmes in water

(SC/HYD), earth (SC/EES), ecological (SC/EES), oceanographic (IOC) and engineering sciences (SC/PBS) serve as cooperative instruments for these purposes.

Disaster risk reduction and adaptation to climate change is a urgent topic for UNESCO and UNs to support member states to reduce the impacts.

Current situation:

The world suffers more and more of extreme weather related hazards. The intensity and frequency are increasing in the unexpected manner. This year 2019 is no different, and we witnessed the destructive impact of Cyclone Idai, that hit Mozambique last April. In addition to the estimated \$773billion economic damage cost to buildings, infrastructures, and agriculture, it destroyed 100,000 homes and killed more than 1,000 people.

The world is urbanizing at a speed and scale that is unprecedented in human history. Today, nearly 55% of the world's population lives in cities, and this is expected to expand to more than two-thirds of the world's population by 2050. By 2030, without significant investment into making cities more resilient, natural disasters may cost cities worldwide \$314 billion each year, up from around \$250 billion today, and climate change may push up to 77 million more urban residents into poverty. — (World Bank)

Rural communities and remote areas/inland are uniquely vulnerable to a variety of hazards given their social and economic composition. Economic reliance on agriculture and natural resource extraction increases vulnerability to certain types of natural hazards such as drought, wildfires, and floods. Moreover, rural communities often lack adequate resources to prepare for and respond to disasters compared to the urban areas.

In order to reduce the risk by natural hazards, the comprehensive and cross-disciplinary approach from science, policy, education and social science. This approach is possible by the organization like UNESCO who covers, as its mandate, different disciplines namely natural and social sciences, education, culture, and communication and information.

UNESCO has wide mandate and big potential to support the Member States, however, UNESCO cannot fully show its strength due to the lack of staffs on DRR.

The UN response on DRR and UNESCO's role

UNDRR plays a central role in coordinating the field of disaster management in the UN system and to ensure synergies in disaster management activities. UNDRR served the finalization of the Sendai Framework for Disaster Risk Reduction 2015-2030.

UN agencies including UNESCO are implementing under their mandates to support the Member States to increase their resilience against natural hazards they face.

UNESCO operates at the interface between natural and social sciences, education, culture and communication playing a vital role in constructing a global culture of resilient communities.

UNESCO assists countries to build their capacities for preventing disasters and managing climate risk, and with their ability to cope with natural hazards. The Organization provides a forum for governments to work together and it provides essential scientific and practical advice in disaster risk reduction. As a catalyst, UNESCO is promoting networking to bridge the gap among academics, capacity building to bridge the gap between academic and engineers and policy recommendation to bridge the gap between academic and policy-maker with multi-disciplinary approach.

Working alone or in collaboration with both UN Agencies and other scientific entities, UNESCO has been a catalyst for international, inter-disciplinary cooperation in many aspects of disaster risk reduction and mitigation.

Eight subjects of UNESCO's activity on DRR.

1) Early warning systems: UNESCO works on various hazards, notably tsunami, earthquake, flood, drought, and landslide. These systems are discussed and deployed through our international science network.

2) Education and School Safety: Promoting comprehensive school safety through safe facilities and DRR education collaborating with the International organizations, especially VISUS methodology that UNESCO developed for risk assessment of school facilities.

3) DRR in UNESCO Designated sites: UNESCO has labels of designated sites namely World Heritage sites, UNESCO Biosphere Reserve, and UNESCO Global Geopark. All these sites have international/universal significant value, and protecting these sites is not only to preserve the value of the sites but also to protect the local economy such as tourism. UNESCO works with the site managers how to better prepare for natural hazards,

4) Science, Technology and Innovation for Resilience: Science and technology help us to understand the risk we face and provide solutions. This technology includes high technology such as AI to non-high technology such as utilizing civil science and local indigenous knowledge.

5) The Built Environment: Earthquake is one of the biggest causes of death among natural hazards, and more than 80 % of the death by the earthquake is the collapse of the building. UNESCO supports the its Member States on how to secure building safety via building code and building control policy.

6) Risk Governance and Social Resilience: UNESCO promotes youth and gender involvement for DRR with both community level and policy-making levels. We also work on the social science approach such as the transmission of memories of disasters to the future generation for raising awareness on DRR.

7) Ecosystem-Based Disaster Risk Reduction: More attention has been given to the biodiversity and environment in the context of climate change and DRR. UNESCO engages with international organizations to explore and promote the usage of eco-system to protect from natural hazards such as planting grasses on the land surface to prevent landslide.

8) Post Disaster Response: UNESCO supports with other UN agencies to examine the damage and the needs of international support for recovery and reconstruction. UNESCO has engaged in the Post Disaster Response.

UNESCO's Headquarter

The section of Earth Science and Geo-hazards Disaster Risk Reduction in the Ecology and Earth Science Division, Natural Sciences Sector of UNESCO has two functions on DRR. The first one is the disaster risk reduction on geo-hazards such as earthquake, landslide and volcano. The other function is to coordinate the different Sections/Divisions/Sectors in UNESCO for disaster risk reduction, namely Hydrology Division, Intergovernmental Oceanography Commission, Education, Culture, Social Science, Communication and Information Sectors to promote the collaboration and synergies among different disciplines that UNESCO works.

The DRR also functions as the backstop and collaborators of Field Offices around the globe. The Section communicates with Field Office colleagues to discuss the opportunities and challenges on DRR in their duty stations.

The work of the Organization is being developed and implemented through its different Sectors, Field Offices, Designated and Affiliated Sites, Category I and II Centers, UNESCO Chairs and Networks.

JUNIOR PROFESSIONAL PROGRAMME / ASSOCIATE EXPERT SCHEME
POST DESCRIPTION/ DESCRIPTION D'EMPLOI

GENERAL INFORMATION

Titre/Title: JPO for Information Literacy
Secteur/Sector: Communication and Information
Affectation/Location: Paris, France

SUPERVISION

Direct supervision by: Mr Davide Storti, Programme Specialist, Information Literacy

- The JPO will perform his tasks under the authority of the Assistant Director-General for Communication and Information, or his Delegate, and under the immediate and daily supervision of the Programme Officer for Information Literacy.
- A quarterly work-plan will be prepared by the Programme Officer together with the JPO, which will be evaluated after each period.
- The JPO will provide the Programme Officer a Work Summary on a weekly basis and discuss general and specific issues.
- A bimonthly meeting will be organized to review the work-progress with the Programme Officer and reported to the Delegated authority.

DUTIES AND RESPONSIBILITIES:

Under the authority of the Director of Assistant Director-General for Communication and Information and the supervision of the Programme Officer in Information Literacy, the JPO shall assist in the implementation of the regular and extra-budgetary programme activities related to the Information Literacy programme, in close co-operation with the programme specialists of the Sector as a team. This includes carrying out the following tasks:

- a) Assist in the development and implementation of activities in Information Literacy, within the work of UNESCO in Media and Information Literacy (MIL) especially in the innovative use of ICTs for strengthening the capacities of young women and men to address sustainable development issues. In particular, the JPO will work on the development of relevant UNESCO's initiatives, such as YouthMobile, which aims to engage young people to think creatively, develop and use 21st century digital skills, tackling SDG challenges.
- b) Contribute to the development of action-oriented research and activities with specific focus on simplifying the learning of technology (including emerging technologies) with a view to engaging youth as "makers", through the organization of projects and events engaging large youth groups;
- c) Assist in the coordination of relevant Information Literacy Field Office activities

- d) Assist in the implementation of MIL related activities, including the relevant components of the MIL Assessment Framework, and the organization of the Media and Information Literacy Week;
- e) Maintain the programmes in-line with the Organization's overarching priorities, namely Africa and Gender Equality;
- f) Promote, establish and maintain new partnerships with IGOs, private sector, NGOs, institutions (especially universities and schools) and relevant groups active in technology standardization and teaching;
- g) Assist in developing and implementing Communication and outreach strategies for projects, including:
 - participating in the drafting of visual information documents, writing and disseminating news articles, and social media posts as appropriate
- h) Provide back-up support for timely completion of administrative tasks linked to operational activities;
- i) Other specific duties contributing to the Sectors mandate as instructed by the supervisor.

QUALIFICATIONS AND EXPERIENCE REQUIRED

- Advanced University degree or equivalent in technology and information sciences, sociological or equivalent studies and a good understanding of interdisciplinary issues related to technology, society, culture, and sustainable development.
- One or two years of relevant working experience in the field of Information Literacy, mobile technology, and/or online communities/social media, addressing development issues.
- Project management skills will be an asset
- Willingness for teamwork and good communication skills.
- Good computer skills, including Office 365 suites, advanced presentation skills; knowledge of video or photo editing techniques would be an asset (e.g. Adobe CS).
- Basic knowledge of web programming (HTML5, javascript) would be an asset.
- Excellent knowledge of English. Good knowledge of French will be an asset.

LEARNING ELEMENTS

The JPO will assist in the implementation of Information Literacy activities supporting relevant programmes of the Communication and Information Sector in close co-operation with other Programme Specialists at both headquarters and in UNESCO's Field Offices.

The programmes, in which the JPO will assist, have an interdisciplinary character and include the following learning elements:

- Explore new participatory methods, including action-oriented research methodologies and co-management mechanism for the development of strategies for programmes aiming at promoting an ICT makers culture, in particular to young women and men;
- Practice effective collaboration and innovative participation methodologies, through user oriented social media;
- The relationship between culture and environment in the context of indigenous communities in small islands and the environmental and social impacts of current socio-economic and cultural transformation;
- Project management and development;
- Intersectoral and holistic approach, allowing to develop interdisciplinary skills and collaboration with different agencies and sectors;
- Writing reports and prepare publications related to the subject.

BACKGROUND INFORMATION

Given that barriers to accessing information and knowledge are the key causes of ignorance, conflict, deprivation and poverty, UNESCO continually leads a number of key programmes for building inclusive knowledge societies that enhance and cultivate competencies to access, preserve, create and share information and knowledge, including documentary heritage through the strategic use of Information and Communication Technologies (ICTs). The UNESCO approach to facilitating universal access to information is holistic, human-rights based, gender-sensitive, age, ability and culture-specific, goes beyond infrastructure and technological aspects, highlights the critical importance of fostering enabling environments, and builds institutional and human capacities to develop diverse and locally created content, tools and services in different languages for all groups of people including the marginalized.

To achieve peace and sustainable development, UNESCO works to empower local communities by increasing access to and preservation and sharing of information and knowledge in all of UNESCO's domains. Since the last decade, UNESCO's vision of building inclusive knowledge societies is supported by the intergovernmental Information for All Programme (IFAP) and the normative instruments, such as the Recommendation concerning the Promotion and Use of Multilingualism and Universal Access to Cyberspace (2003), reinforced by the Organization's active and leadership positions in multi-stakeholder mechanisms such as the World Summit on the Information Society (WSIS), Internet Governance Forum (IGF), and the Broadband Commission.

UNESCO is the leading human development agency within the UN system concerned with ICTs and WSIS outcomes. While the rapid advances in technologies including in internet access and mobile phones has often been seen as the active ingredient for change, there is a critical need to place further emphasis on the human development and ethical dimensions that are at the core of UNESCO's mandate on the global agendas. UNESCO will continue its active and leadership role in the implementation of WSIS outcomes which brings governments, civil society and the private sector together around the development and uses of ICTs and innovation for achieving the Sustainable Development Goals.

Knowledge has always remained crucial to human development. Innovation in ICTs for learning and equal participation in societal development, will be essential for the achievement of SDGs 4 and 11, which call for equitable and inclusive access to quality education for lifelong learning, including the most marginalized social groups. Advances in ICTs and increasingly inter-connected Knowledge Societies also underscore the importance of ensuring creativity and innovation – through an “Open Solutions” approach – to empower and promote the social and economic inclusion of all (SDG 10, target 2) . This approach also allows MP V support Member States to substantially reduce the proportion of youth not in employment, education or training (SDG 8, target 6).

UNESCO promotes Internet Universality concept and the ROAM principles, ensuring that Internet Governance activities are human Rights-based, Open, Accessible to all, and nurtured by Multi-stakeholder participation.

The CI Sector also addresses emerging challenges – which are inherent to technological development such as the Internet of Things, algorithmic decision-making and artificial intelligence – including the risks associated with increased surveillance, profiling and data privacy, with the uncertain impact of big data and continued digitalization on communication, journalism, employment, equality and empowerment. UNESCO supports relevant institutions in Member States that struggle to keep up with the tremendous pace of innovation and change.

It seeks to counter the risk of growing a digital and knowledge divide that could leave behind those who are relatively disadvantaged, such as people in Least Developed Countries (LDCs), women and girls, youth, people with disabilities and marginalized groups in all societies. In this context, UNESCO endeavors to empower people, particularly the youth, to develop critical thinking and intercultural competences, by providing support to Member States to adopt and integrate media and information literacy (MIL) in curricula, policy guidelines and assessment frameworks, and lead the Global Alliance for Partnerships on Media and Information Literacy (GAPMIL);

The UNESCO action includes comprehensive programmes harnessing Open Educational Resources (OER), Open Access to scientific information (OA), and Free and Open Source Software (FOSS) solutions for sustainable development. The Programme targets women and men leaders, professionals, educational institutions, learners, researchers and ICT users, including marginalized social groups.

The CI Sector tackles complex challenges such as online hate speech, radicalization and incitement to violence and online threats to journalists and other vulnerable groups including women and girls, persons with disabilities and speakers of lesser-used languages, as well as long-term digital heritage preservation and accessibility, as part of the cultural and social memory of humanity, in a comprehensive and holistic manner.