ONLY CANDIDATES RESIDENT AND ENTITLED TO WORK IN EGYPT MAY APPLY FOR THIS POST

Vacancy Notice No: CAI/ADM4/HRM/102a/20

Date Issue: 25 March 2020
Original Published Date: 24 March 2020
Closing Date: 20 April 2020

Post Title: Project Coordinator
Domain: Ecology & Earth Sciences / Natural Sciences
Post No: Service Contract/ CAI/ES/ADM/102/20
Grade: SB3
Organizational Unit: UNESCO Cairo Office – AO Unit
Duty Station: Cairo, Egypt
Recruitment open to: Internal and external candidates, resident and entitled to work in Egypt
Type of contract: Service Contract;

Deadline (midnight Cairo Time) 20 April 2020

This post is a one year Service Contract. Renewal will be according to performance and budget availability

OVERVIEW OF THE FUNCTIONS OF THE POST (Main Responsibilities):

The United Nations Educational, Scientific and Cultural Organization (UNESCO) holds scientific and intellectual leaderships in the field of natural hazards management and the risk reduction through its multidisciplinary and multi-sectoral initiatives; international scientific collaboration and its Academic Networks, Chairs and Programmes. The Organization operates at the interface between natural and social sciences, education, culture and communication to foster socio-economic and ecological resilience in areas prone to natural hazard. UNESCO assists counties in building and strengthening capacities in risks prevention. It plays a vital role in supporting Member States in the implementation of the Sendai Framework for Disaster Risk Reduction (DRR) 2015-2030, in alignment with the 2030 Agenda for Sustainable Development and the Paris Agreement.

The Sendai Framework for DRR aim is to achieve the substantial reduction of disaster risk and losses in lives, livelihoods and health of people. The Framework addresses the mitigation of risks to reduce drop in the economic, physical, social, cultural and environmental assets of persons, businesses, communities and countries. It also addresses the institutional measures that prevent hazards and vulnerability to disasters.

The project entitled ‘Urgent Interventions to strengthen the Socio-Ecological System Resilience in MENA Region’ funded by the Government of Japan, is designed to provide instruments and tools to strengthen ecological resilience and boost the readiness of communities in addressing and managing natural hazards in risks prone areas. The
UNESCO Cairo Office 

ADVERTISED VN No: ADM/ES/102

A project is implemented in Egypt and Jordan, in close coordination with UNESCO Amman Office. The project’s position is located in the Regional Bureau for Sciences in the Arab States in Cairo, Egypt.

**Task description**

Within the framework of the Ecology and Earth Sciences (EES) Programme of the UNESCO Regional Bureau for Sciences in the Arab States in Cairo (UCO), under the overall supervision of UCO Director and the direct supervision of the EES Programme Specialist at UCO, the Project Coordinator will undertake the following tasks:

1. Lead and follow up closely on the management of activities, deliverables and timelines, and addresses solutions for overcoming operational constraints, including recommendations on alternative methodology of work for project/activities design;
2. Lead and coordinate the monitoring, evaluation, budgeting and reporting to ensure timely implementation of all activities undertaken and effective management of the project;
3. Ensure regular coordination with the donor, consultants, partners, national and regional stakeholders, and UNESCO-HQ and Jordan;
4. Provide direct support to the project team including missions and field visits to ensure strong engagement of all stakeholders and community members;
5. Lead the development of concept note and material needed for the implementation of outreach activities and coordinate with relevant agencies, entities and organizations to ensure the high visibility of the project;
6. Provide substantial support in the revision of all project’s documents, outcomes and deliverables;
7. Lead and coordinate the development and implementation of the inception report including the plan of work;
8. Develop and follow up on the project’s reports including mid-term and final reports on activities and financial reports;
9. Any other related tasks as may be required or assigned by the supervisor.

**Results/Expected Outputs**

1. Timely and effective implementation of the project following donor requirements;
2. In-depth knowledge of UNESCO activities and stakeholders in the Arab region;
3. Capacity to coordinate complex projects in community-based disaster risk reduction.

**Required Qualifications**

**Competencies:**

A successful candidate will be required to demonstrate the following competencies:

- Accountability
- Communication
- Teamwork
- Innovation
- Results focus
- Planning and organizing
- Knowledge sharing and continuous improvement
For detailed information please consult the attached PDF document UNESCO Competency Framework.

**Education:**

- University degree (preferably at the Masters level or equivalent) in environmental science, ecosystem restoration and management with emphasis on natural hazards and Disaster Risk Reduction, or in other fields closely related to socio-ecological systems resilience.
- Candidates with University degree such as international relations and other related studies may be considered when he/she possess some knowledge of DRR, natural hazards, environmental sciences, ecosystem management, and other related fields.

**Work Experience:**

- Four to six years of relevant professional experience coordinating and managing projects, ideally focused on one or more of the areas cited below:
  - Natural Hazards/Earth sciences and Geosciences,
  - Ecosystem resilience and social preparedness,
  - Environmental science and management and Multi-hazards management
  - Climate change and adaptation mechanisms.
- Experience working on a regional or international level or in the UN System is an asset.
- Experience working directly with government officials and other high-level experts in the Arab region (ideally in Egypt and/or Jordan) is an asset.
- Experience working with Japanese partners is an asset but not required.

**Other Mandatory/Desired Technical Knowledge and Skills:**

- Strong organizational, analytical and problem solving skills;
- Excellent oral and written skills; excellent drafting, formulation, reporting skills;
- Proven ability to meet tight deadlines, prioritize, and manage multiple projects;
- Accuracy and professionalism in document production and editing;
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development;
- Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel;
- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment;
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;
- Willingness and ability to travel;
- Sound security awareness;
- Professional knowledge about, and direct experience in, disaster risk reduction, climate adaptation and Ecosystem-based Adaptation and ecosystem-based management and Nature Based Solution, ideally on multi-hazard, is an asset;
- Knowledge in natural hazards prominent in Egypt and Jordan is an asset;
- Have affinity with or interest in volunteerism as a mechanism for durable development, and the UN System.

**Languages:**

UNESCO Cairo Office/ADVERTISED VN No: ADM/ES/102a/20
• Fluency (oral and written) in Arabic and English languages is required.
• Knowledge of other UN languages and/or Japanese is an advantage.

**BENEFITS AND ENTITLEMENTS**

UNESCO’s salary will be paid in local currency using UNDP-EG Salary scale at SB-3, which may add medical insurance and pension plan coverage upon proof of affiliation.

**How to Apply**

UNESCO staff members as well as other candidates should submit their motivation letter (indicating the special interest in this particular position), CV (in the UNESCO CV standard format attached) and two references to the address CAIRO@UNESCO.ORG.

Please clearly indicate in the subject line of your application message the post title and post number. Application with no such indication in the subject line or CV not provided in the UNESCO CV standard form (attached) will not be considered.
**Family name:**

**Address:**

**First name(s):**

**City:**

**Private ☐:**

**Name at birth:**

**Postal code:**

**Work ☐:**

**Marital status:**

**Country:**

**Mobile ☐:**

**Gender:**

**Email:**

**Date of birth:**

**Presennationalities:**

**Nationality at birth:**

**Place and**

**Legal steps:**

**Country of birth:**

---

**LANGUAGE & COMPUTER SKILLS**

<table>
<thead>
<tr>
<th>Language</th>
<th>Speak</th>
<th>Write</th>
<th>R</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arabic</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chinese</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>French</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Russian</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Database       |  |  |  |
| Internet/Mail  |  |  |  |
| Presentation tools | ☐ |  |  |
| Spreadsheet    |  | ☐ |  |
| Text processing|  | ☐ |  |
SECONDARY EDUCATION OR EQUIVALENT
Title: Obtained in: Country:

HIGHER EDUCATION
Original title: Obtained in: Type:
Field of study:
Major subjects:
From: To:
School/University:

Original title: Obtained in: Type:
Field of study:
Major subjects:
From: To:
School/University:

Original title: Obtained in: Type:
Field of study:
Major subjects:
From: To:
School/University:

EMPLOYMENT RECORD
Job title: From: To:
Employer:
Name and title of your immediate supervisor:
Functions:
Grade, if working in UN system, yearly salary if not:

Job title: From: To:
Employer:

Functions:

Name and title of your immediate supervisor:

Grade, if working in UN system, yearly salary if not:

Job title: From: To:

Employer:

Functions:

Name and title of your immediate supervisor:

Grade, if working in UN system, yearly salary if not:

PERSONAL SKILLS

PUBLICATIONS

PROFESSIONAL SOCIETIES

PROFESSIONAL REFERENCES

Person 1:

: Email:

Person 2:

: Email:

Person 3:

: Email:

RELATIVES AND/OR SPOUSE EMPLOYED WITHIN THE UNITED NATIONS SYSTEM (INCLUDING IN UNESCO)

Name and first name of the relative and/or spouse: international organization:

Name of relationship:

Name and first name of the relative and/or spouse: international organization:

Name of relationship:

ADDITIONAL INFORMATIONS

Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? Yes ☐ ☐

If yes, give a brief explanation of each case and be prepare to provide additional information if required.
Would you have any objection to our making enquiries with your present employer?

If you are interested in short-term assignments as a consultant (high level specialist), please include your CV also in the consultants roster at http://www.unesco.org/roster

Would you object to serve in any regions of the world?
If so, indicate which and why

How much notice would you require to report for work?

Any other relevant facts:

I certify that the answers made by me to the foregoing questions and all information provided in support of my candidature are true and complete. I understand that any false statements or wilful misrepresentation renders me liable to dismissal, if employed.