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 prone areas to Natural Hazards. UNESCO assists counties in building and strengthening capacities in risks prevention and 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 Climate Agreement.

The Sendai Framework for DRR aim is to achieve the substantial reduction of disaster risk and losses in lives, livelihoods and health. 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 taps on institutional measures that prevent hazards and vulnerability to disasters.

The project entitled ‘Urgent Interventions to strengthen the Socio-Ecological Systems Resilience in MENA Region’ funded by the Government of Japan, is designed to provide instruments and tools to boost the readiness of communities in addressing and managing Natural Hazards risks. Its aim is to strengthen Socio-Ecological Systems resilience in risks prone areas in MENA region. The 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 Programme of the UNESCO Regional Bureau for Sciences in the Arab States in Cairo (UCO), under the overall supervision of the UCO Director and the direct supervision of the EES Programme at UCO, the Project Assistant will:

1. Work under the supervision of a senior professional or group of professionals
2. Perform a variety of administrative and clerical duties contributing to the smooth and efficient running of a work unit
3. Ensure the flow and management of information within the unit
4. Take initiative in providing office support services
5. Act independently in routine matters and finds solutions to new problems after discussion with the supervisor
6. May make recommendations on internal office procedures.

He/she will undertake the following tasks:

1. Support in data collection and information gathering to meet the requirements of all undertaken activities;
2. Assist in the planning and organization of regional and national workshops, trainings and meetings;
3. Assist in the follow up on the project team members work and deliverables;
4. Provide assistance in the monitoring and evaluation, assessment and reporting of the project implementation;
5. Assist in the coordination with regional and national stakeholders, consultants, and UNESCO personnel in organizing events and project’s activities;
6. Assist in drafting concept notes, budgeting, action plan, and other documents necessary for logistical and substantive planning;
7. Assist in developing and implementing outreach types of tasks and activities to ensure the high visibility of the project;
8. Keep track of contracts and disbursement of funds in coordination with UNESCO personnel in charge of Administration and Finances;
9. Maintain the development of comprehensive portfolio recording the project’s memory including administrative and logistic aspects of the project;
10. Support in the preparation and development of reports, presentations, project documents, and concept notes;
11. Arrange appointments for the supervisor, receives visitors, places and screens telephone calls and responds to routine requests for information;
12. Provide secretarial, administrative and logistics support to meetings, committees, conferences.
13. Respond or drafts responses to standard/routine correspondence and other communications.
14. Proofread documents and edits texts for accuracy, grammar, punctuation and style, as well as for adherence to established standards for format;
15. Perform general administrative tasks (e.g., leave and attendance recording, arrangements for meetings and other events, budget follow-up, etc.);
16. Make travel and hotel arrangements and prepares travel authorizations/claims for supervisor(s);
17. Research, compile and organize information and reference materials from various sources for reports. Create spreadsheets and presentations; manage and update databases for mailing lists and other information; and maintain electronic and paper files;
18. Reviews, records, distributes and processes incoming mail. Follow up on impending actions;
19. Any other related tasks as may be required or assigned by the supervisor.

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:
Completed secondary and technical education where advanced degree in the field of earth sciences, social sciences, public administration, humanities, arts or related fields, or an equivalent professional experience would be an asset.

Work Experience:
- Two to three years of relevant professional experience in administration and/or general office support or related area, directly linked to the coordination and management of projects, ideally focused on one or more of the areas cited below:
  i) Environmental science and management,
  ii) Biodiversity conservation and ecological restoration,
  iii) Disaster Risk Reduction, Ecosystem resilience and social preparedness.
- 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, and/or some knowledge of ecological resilience is desired but not required.

Languages:
Fluency in Arabic and English language.
Knowledge of other UN languages is an advantage.
**BENEFITS AND ENTITLEMENTS**

UNESCO's salary will be paid in local currency using UNDP-EG Salary scale at SB-2, 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: Present nationalities:

Place and Nationality at birth:

Country of birth:

LANGUAGE & COMPUTER SKILLS

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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:

Person 2:

Person 3:

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

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

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

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 ☐ No ☐

If yes, give a brief explanation of each case and be prepared 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](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.