



ADVERTISEMENT

Title: Associate Project Officer
Domain: Natural Sciences
Grade: SC07
Organizational Unit: Natural Sciences
Primary Location: Tehran, Iran
Recruitment opens to: Only nationals of Iran may apply for this post
Type of contract: Service Contract (1 year with the possible extension pending satisfactory performance and availability of the funds)
Deadline (*midnight, Tehran time*): 25 February 2025 (Extended)

UNESCO Core Values:
Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Head of UNESCO Tehran Office and the direct supervision of the Natural Sciences Officer, the incumbent will provide programme support to the Natural Sciences Unit, specifically in the implementation of the "Improving Water-related Disaster Risk Management to Strengthen Climate and Disaster Resilience in Iran" project funded by Government of Japan.

The incumbent, through the project, will support the Natural Sciences Unit in the implementation of activities in Disaster Risk Reduction, Climate Change, Water and Drought Sciences, and Capacity Building, in line with the priorities identified in the Natural Sciences sector at national and regional levels.

The incumbent will work within the framework of UNESCO's Medium-Term Strategy, the approved Programme and Budget (C/5), and global development plans such as the 2030 Agenda for Sustainable Development, regional and sub-regional plans, as well as the individual national UNSDCF framework. In particular, the incumbent will be expected to perform, among others, the following responsibilities:

1. Contribute to the development of strategies for UNESCO's intervention and assistance in the field of Natural Sciences, e.g., Disaster Risk Reduction, Climate Change, Water and Drought sciences.
2. Coordinate the implementation of project activities, liaising with project consultants, national counterparts, UNESCO Category 2 Centres and Chairs, UNESCO Headquarters, and the donor.
3. Coordinate the technical and administrative aspects of the JSB project to facilitate the timely implementation of the programme, monitor the progress, the delivery of expected outputs and outcomes as per set objectives and indicators, and in line with UNESCO rules and procedures;
4. Participate in field visits; contribute to monitoring the field activities by providing technical support and receiving feedback to make necessary improvements or changes as needed.
5. Contribute to the Sector's global and regional strategies and priorities, to build national and local institutional capacities and priorities based on project objectives. Provide support to the Natural Sciences Officer in the Tehran Office in identifying, designing, implementing, and reporting on programme activities in the field of Natural Sciences.

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6. Coordinate and supervise all the steps for the organization of events.
7. Develop terms of reference for contracts to be registered in UNESCO contract management system (DUO); prepare and submit quarterly/yearly workplans and reports of activities and projects as per approved project documents with the donor.
8. Participate in daily discussions with the team and external meetings, liaise with partners and working groups; follow up on action points based on the minutes of the meetings;
9. Provide support in the preparation of outreach activities, publication, production, and partnership initiatives; collect and organize information and ensure data accuracy; prepare draft docket and charts; assemble and finalize documents, presentations, speeches etc., according to the standards and the procedures established by UNESCO;
10. Support the team to communication-related activities, to showcase success stories, and social media content related to the project, ensuring visibility and branding of UNESCO and project initiatives;
11. Ensure that proper project filing system is in place as per UNESCO standards.
12. Undertake any other task that maybe requested by the Head of the Office or the Natural Sciences Programme Officer.

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree (Master's or equivalent) in Natural Sciences, Disaster Risk Management, Water Sciences, or closely related field(s).

WORK EXPERIENCE

- Minimum of four (4) years of progressively responsible, relevant work experience in Natural Sciences including Disaster Risk Management, Water and Drought Sciences at the national and international level.
- Experience in programme management, advocacy, resource and partnership mobilization.
- Proven capacity to liaise with government officials and to make sound and quick decisions.

SKILLS/COMPETENCIES

- Excellent organizational and coordination skills and ability to plan, coordinate and monitor work-plans. Ability to set priorities and capacity to work effectively under pressure.
- Excellent network of government and national partners with a strong understanding of the natural sciences operating environment especially in the host country
- Ability to work as part of a team, to take initiatives and provide quality and timely support and services. Team-spirit/Open personality and capability of creating good inter-personal relations.
- Excellent communication and networking skills; drive for results; analytical and technical application skills.
- Good inter-personal skills and ability to work in a multi-cultural team.
- Very good IT skills.

LANGUAGES

- Excellent knowledge (written and spoken) of English and Farsi.

DESIRABLE QUALIFICATIONS

WORK EXPERIENCE

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- Experience in research and relevant experience within the United Nations System or in other Intergovernmental Organizations or Cooperating Agencies.

SKILLS/COMPETENCIES

- Results oriented approach to completing assigned tasks.
- Familiarity with programming, AI, digital transformation, data analysis and visualization;
- Knowledge of UN rules and procedures as well as administrative practices.
- Ability to persuade and influence peers and to cope with pressure and challenging situations.

LANGUAGES

- Knowledge of other UNESCO official languages (French, Arabic, Chinese, Spanish, and Russian)

BENEFITS AND ENTITLEMENTS

- UNESCO's salaries consist of a basic salary and other benefits which may include if applicable: 30 days annual leave, contribution to medical insurance and pension plan, etc.
- For full information on benefits and entitlements, please consult the [ICSC Website](#).

HOW TO APPLY

Interested candidates are requested to submit their application by 25 February 2025 by email to JobVacancy-TEH@unesco.org, quoting reference “**SC07 Associate Project Officer**” in the subject line of the mail.

Application should include: Motivation letter, UNESCO CV, and reference contacts.

SELECTION AND RECRUITMENT PROCESS

The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview.

UNESCO may use communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.

Please note:

UNESCO applies a zero tolerance policy against all forms of harassment.

UNESCO is committed to achieve and sustain gender parity among its staff members in all categories and at all grades. Furthermore, UNESCO is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities, as well as nationals from non-and under-represented Member States ([last update here](#)) are equally encouraged to apply. All applications will be treated with the highest level of confidentiality. Worldwide mobility is required for staff members appointed to international posts.