**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**GENERAL INFORMATION**

**Duration:** 12 months

**Location:** Windhoek, Namibia

**Organizational Unit**: *Division of Ecological and Earth Sciences, Natural Sciences Sector, Windhoek Office*

**Supervisor (name, title):** Mr Djaffar Moussa-Elkkadum, Head of the Office

**DESCRIPTION OF THE TRAINEESHIP**

Under the direct supervision of the Head of Windhoek Office and the technical guidance as and when required from the Natural Sciences Programme Officers of the Multisectoral Regional Office for the Southern Africa (Harare) in close collaboration as a team with the other Programme Officers of the Windhoek Office and Programme Officers of SC Sector at Headquarters, assist in the development and implementation of regular and extra-budgetary programme funded activities on environmental sciences, climate change and natural sciences programme. Specifically:

* Provide analytical and technical contribution in the development and implementation of regular and extra-budgetary funded activities on environmental sciences, climate change and natural sciences programme especially the implementation in Namibia of the Man and Biosphere (MAB) Programme, the Seville Strategy for Biosphere Reserves and the implementation of the Lima Action Plan for Biosphere Reserves focused on promoting knowledge and capacity building in achieving biodiversity conservation, ecosystem management, community-based natural resources management and sustainability and the Intergovernmental Hydrological Programme (IHP);
* Assist in the promotion and development of network and partnerships among governmental authorities, NGOs, local communities, scientific institutions, biosphere reserves and national parks of neighboring countries and private sectors involved in environmental sciences, natural conservation sciences and climate change activities to exchange information and experience for reconciling biodiversity conservation, eco-hydrology and socio-economic development;
* Contribute to resource mobilization by playing an active role in the preparation of fundraising proposals, strategy documents and project implementation reports for development of innovative programmes and projects addressing global climate change and sustainable development agendas in Namibia especially on environmental sciences, climate change and natural sciences programme biosphere reservies;
* Assist in the planning and organization of scientific seminars, workshops and monitoring exercises – including the preparation of technical background documents – in relation to the Man and Biosphere (MAB) Programme, other UNESCO Sciences learning sites for sustainable development to promote biodiversity convervation, sustainable development and community participation at national and local levels and the dissemination of information to interested parties and general public through publication and website;
* Assist in programme reporting using the internal application SISTER, provide technical backstopping for the successful implementation of extrabudgetary projects particularly those related to environmental sciences, climate change and natural sciences programmes;
* Assit in drafting of research papers, speeches, briefing notes, news items related to the above activities.

Expected contribution (major expected outcomes):

UNESCO’s advocacy and contribution to develop UNESCO Sciences learning sites for sustainable development (Biosphere reserves, Geo-parks) positively recognized.

At least one proposal for nomination of biosphere reserves or other UNESCO Sciences learning site for sustainable development in Namibia prepared and submitted in partnerships with governmental authorities, NGOs, local communities, scientific institutions.

A number of project proposals formulated in consultation with key partners for donors funding to support environmental sciences, eco-hydrological programme and addressing climate change in Namibia.

**REQUIRED QUALIFICATIONS**

**Education:** Advanced University degree, Master’s degree

**Subjects:** Water sciences, environmental management, environmental science, environmental engineering, environmental economics, and natural resources management

**Language skills:** Excellent knowledge of English (writing and spoken), another UN language is an asset

**Competencies and skills:**

* Teamwork: “Ability to maintain effective working relations within a multi-cultural setting and to work effectively in team environment” etc.
* Communication: “Ability to speak and write clearly and effectively” etc.
* Planning and organizing: “Ability to develop clear goals that are consistent with agreed strategies” etc.
* Commitment to Continuous Learning: “Ability to keep abreast of new developments in own occupation/profession” etc.
* Respect for Diversity: “Works effectively with people with diverse backgrounds” etc.

Other skills:

* Capacity to be multi-task and proactive;
* Able to work under tight deadlines;
* Excellent IT skills to carry out the work.

**LEARNING OBJECTIVES**

At the end of the assignment the trainee will have:

* Gained valuable working knowledge of the operations of an intergovernmental organization;
* Acquired better understanding of international standards and normatives instruments that promotes conservation and addressing climate change for sustainable development;
* Developed hands-on experience in managing, coordinating, and executing major events linked to major International Days in particular those related to environmental sciences, climate change and natural heritage;
* Attained Field project management; setting objectives and develop appropriate mediation, monitoring and evaluation mechanisms;
* Strengthened his/her analytical, communication, negotiation and interpersonal skills;
* Learnt how to deal with diverse stakeholders;
* Acquired the ability to successfully bring onboard new funding partners.

**ADDITIONAL INFORMATION**

Sound understanding of the key issues and challenges facing environmental sciences, climate change and natural resources is an asset;

Candidates are encouraged to highlight in their application which of the “Internship-related experiences” and “Additional skills/requirements” they meet, and how.