**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**Trainee in Natural Science Programme**

**GENERAL INFORMATION**

**Duration:** 12 months

**Location:** San Jose, Costa Rica

**Organizational Unit**: Natural Science Programme

**Supervisor:** Juan Criado, Natural Science Program Officer

**DESCRIPTION OF THE TRAINEESHIP**

The Trainee will support the on Natural Sciences Program in the implementation of the (Integrated Water Resource Management, Biosphere Reserves and sustainable development, Disaster Risk Reduction and climate change, Indigenous Knowledge, Science Diplomacy, Coastal and Marine Environment) as follows:

* Support programme activities in the field of UNESCO Natural Science Program, with special focus on Sustainable Development, Multilateral Environmental Convention, the Sendai Framework for Disaster Risk Reduction and climate change. Main themes at the UNESCO San Jose Office are Integrated Water Resource Management, Biosphere Reserves and sustainable development, Disaster Risk Reduction and climate change, Indigenous Knowledge, Science Diplomacy.
* Foster activities in cooperation with the National MAB Committees, CONAPHIs, the local and regional Cooperation Agencies, Institutions and Civil Society Organizations to promote activities or projects of common interest.
* Assist in the development of strategic orientations, institutional alliances and action plans in areas of the Natural Science Program, in collaboration with different program Specialist of UNESCO SJO.
* Assist in the planning, preparation, implementation, monitoring and evaluation of activities, projects and programmes in the Natural Sciences Sector, and assist developing proposals for funding in this field.
* Promote the activities in the field of natural science and to this end liaise with the regional Office in Latin America and the Caribbean and HQ;
* Support in preparing briefings, reports and documents on activities.
* Assist in activities to improve communication and visibility on the Natural Science projects and activities implemented by the office.
* Perform additional assignments as requested by the supervisor.

**REQUIRED QUALIFICATIONS**

**Education:** Master’s degree, Professional degree or equivalent related to Natural Science (Natural Resources and Environmental Management, Disaster Risk Management, Environmental Law, Hydrology, Protected Areas and Management Plans).

**Subjects:** Preferably from one to three years of experience in an International Organization or and working professional experience in a in a field related to UNESCO Natural Science Program.

**Desirable experience** in the field of International Designated Areas (Biosphere Reserves, Global Geoparks, World Heritage Sites and Ramsar sites), climate change adaptation, vulnerable communities and DRR. Knowledge on funding systems in cooperation agencies (EU, AECID, USAID, SIDA, JICA, etc.) and knowledge on UN system will be considered an advantage.

**Language skills:** Good working management of Spanish and English.

**Competencies and skills:**

* Teamwork: Ability to maintain effective working relations within a multi-cultural setting and to work effectively in team environment and contribute to team building.
* 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.
* Very good understanding of the development issues of the developing countries, political sensitivity, and discretion.

**LEARNING OBJECTIVES**

1. Acquired an in-depth knowledge of the Natural Science programmes related to UNESCO’s areas of competence and in particular, Sustainable development and the Agenda 2030, UNESCO Sites, Integrated Water Resources Management, Disaster Risk Reduction and adaptation to climate change.
2. Applied rules and procedures of multilateral and/or bilateral development cooperation activities, as well as techniques for the formulation and implementation of programmes and projects.
3. Learnt how to deal with diverse stakeholders.
4. Attained project management skills and increased ability in the formulation of proposals for international technical cooperation.
5. Gained solid working knowledge of the operations of an intergovernmental organization.
6. Strengthened his/her analytical, communication, negotiation and interpersonal skills;
7. Reinforced understanding of the role of the civil society and private sector to support development activities, particularly those related to the countries of the Cluster office;
8. Supported the Natural Science sector in organizing meetings with external counterparts.
9. Developed abilities and acquired knowledge to promote engineering for sustainable development.