



**Post title** Project Coordinator, Coastal Programmes  
**Organisational unit** UNESCO Santiago

**Duty station** Santiago, Chile

**Closing date** 20 September 2009

**Main responsibilities** The incumbent will be responsible for the development, implementation, monitoring and evaluation of UNESCO-led coastal-related programmes in Chile, as well as in Colombia, Ecuador and Peru, working closely with UNESCO's Intergovernmental Oceanographic Commission (IOC). These programmes relate *inter alia* to regional marine environmental changes, climate change adaptation measures for coastal areas, marine environmental protection, ocean observing systems, oceanographic data management and ocean modelling and forecasting.

He/she will work under the administrative guidance of the Director of UNESCO Santiago and the technical guidance of the IOC-Paris. His/her main duties and responsibilities are:

1. Assist in the overall development, implementation, monitoring, evaluation and administration of UNESCO coastal-related programmes in Chile as well as Colombia, Ecuador and Peru including the preparation of background documents, briefs, project proposals and reports;
2. Plan, organise and undertake related activities such as scientific seminars, workshops, training courses, awareness building activities for the implementation of the coastal-related programmes in the above countries, in liaison with IOC for coordination and quality of substantive outcomes;
3. Prepare, formulate, seek funding and implement extra-budgetary projects in relation to coastal programmes in the 4 countries; maintain close links with donor community to secure their support under the guidance of the Director of UNESCO Santiago and with technical inputs from IOC.;
4. Develop and strengthen collaboration with Governments, UN agencies, funds and programmes as well as Convention Secretariats, I/NGOs. Intergovernmental and other organizations, for the implementation of coastal-related programmes in Chile, Colombia, Ecuador and Peru.
5. Carry out advisory missions on relation to the above activities, including participation in meetings, consultations with Member States. Maintain liaison with the South-Pacific Permanent Commission (CPPS) in Guayaquil, Ecuador and with Member States, to ensure effective response to the commitments set forth by the IOC and CPPS;
6. Gather information on activities, resources and needs from national research institutions and programmes, including preparation of concept notes; engaging with existing oceanography and marine science regional networks in the South-East Pacific region;

#### **Profile Education**

University degree at the level of Masters or above in Natural Sciences combined with comprehensive knowledge and management experience of oceanography.

#### **Work experience**

- At least 5-7 years of progressively responsible professional work experience in programmes for development and planning of ocean and coastal management including but not limited to living marine resources.
- Exposure to intergovernmental bodies will be an asset.

#### **Competencies**

- Advanced analytical and training skills.
- Demonstrated results-based management skills.
- Interpersonal and communication skills.
- Coordination skills and flexibility to work in teams.
- Excellent knowledge of IT applications.
- Ability to work in an international and multicultural environment.
- Ability to express clearly and concisely ideas and concepts in written and oral form.
- Proven capacity to establish partnerships and coordination with a range of partners is essential.

**Languages**

Excellent knowledge of Spanish as well as good working knowledge of English is essential.

**Conditions of employment**

The monthly remuneration will be Chilean Pesos 2,139,500 based on qualifications and experience. The appointment is for 6 months renewable (SSA contract) based on satisfactory performance and availability of funds, including a probationary period of 2 months. Mobility is required at any time at the discretion of the Director of the Office. UNESCO is a non-smoking organization.

**How to apply**

Please send your CV to [ao.santiago@unesco.org](mailto:ao.santiago@unesco.org) in both Spanish and English before the closing date, by quoting the post "Project Coordinator, Coastal Programmes, UNESCO Santiago".

Please note that only Chilean nationals, those with legal working permit or UN spouses residing in Chile may apply.

No telephone calls or personal enquiries are permitted. UNESCO does not charge a fee at any stage of the recruitment process. UNESCO reserves the right to accept or reject any candidature.

UNESCO is committed to gender equality in its programming and to gender parity within the staff. Therefore, women candidates are strongly encouraged to apply.