



UNESCO Trainees Programme

JOB DESCRIPTION

1. GENERAL INFORMATION

Title: Trainee on World Water Assessment Programme (WWAP)

Sector: Natural Sciences

Duty station: Perugia, Italy

Director/Head of the office: Stefan Uhlenbrook

Trainee supervisor: WWAP Programme Specialist

2. DESCRIPTION

Duration: 12 months

Description of tasks:

Under the authority and direct supervision of the supervisor, the trainee will:

- Support the WWAP team with the preparation of the World Water Development Report (WWDR). This may include:

- a. Assist in the development of WWDR workplan;
 - b. Assist in the request, collection, review and formatting of the inputs by UN Water members and partners;
 - c. Assist in the circulation of comments and writing instructions to the Authors
 - d. Assist in the preparation of the inception meeting for the WWDR
 - e. Prepare written technical texts, synthesis, briefings, short articles, presentations etc., related to the WWDR, also for the production of communication material for the dissemination campaign
- Assist in scheduling, planning and organizing events, such as meetings, conferences, and presentations. This may include preparation of technical materials (ppt, and other background material for meetings and conferences) and logistical support.

Expected contribution (major expected outcomes):

- Summary report of meetings/workshop/initiatives
- Technical and logistical support in the organization of meetings
- Support in the production phase of the WWDR2016 and WWDR2017

Learning objectives:

After the assignment the trainee will have:

- Acquiring the technical language used in UN Agencies
- Acquiring professional skills in a UN environment
- Improving relational and technical skills in both oral and written business communication- Some travels within Ethiopia as well as within Africa might be required, which would provide good learning opportunities.



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QUALIFICATIONS AND EXPERIENCE OF THE CANDIDATE REQUIRED

Academic qualifications (including knowledge of specific subject areas):

- BA degree in hydrology, environmental sciences, natural sciences, engineering, geology or chemistry
- Relevant working experience in lieu of academic credentials will be considered.

Work experience (if needed):

- Experience in organizing events (workshops, conferences, trainings) is considered as an asset.

Language requirements:

- Fluency in written and spoken English. Knowledge of Italian will be considered an asset as well as knowledge of another UN Official language

Core Competencies:

- 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.