

3 October 2024

Ref.: CL/4484

Subject: **Coordinator, World Water Assessment Programme (D-1)**
WWAP Secretariat
Perugia, Italy
1ITSC0001OS

Sir/Madam,

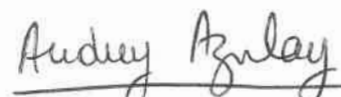
I have the honour to inform you that the vacancy notice for the post of Coordinator, World Water Assessment Programme (WWAP), at the World Water Assessment Programme Secretariat in Perugia (Italy) has been advertised.

The Secretariat accords great importance to geographical distribution and gender balance in its staffing, particularly at the senior level. We therefore encourage all qualified candidates to apply.

To this end, and with a view to identifying outstanding candidates for this post, I count on your cooperation to disseminate the enclosed vacancy announcement to nationals of your country.

Candidates should apply online, via the dedicated UNESCO website, [Careers](#), as soon as possible and before **20 December 2024** at the latest. Any queries may be addressed to staffingteam@unesco.org.

Please accept, Sir/Madam, the assurances of my highest consideration.


Audrey Azoulay
Director-General

Enclosures: 2

cc: National Commissions for UNESCO
Permanent Delegations to UNESCO



Post Title: COORDINATOR, WORLD WATER ASSESSMENT PROGRAMME
Post Number: 1ITSC0001OS
Grade: D-1
Parent Sector: Natural Sciences Sector
Duty Station: Perugia (Italy)
Job Family: Natural Sciences
Type of contract: Fixed-Term
Duration of contract: 2 years, renewable
Recruitment open to: Internal and external candidates
Application Deadline (*midnight, Paris time*): **20 December 2024**

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 Assistant Director-General for Natural Sciences, and direct supervision of the Director of the Division of Water Sciences of UNESCO and Executive Secretary of the Intergovernmental Hydrological Programme (IHP), the incumbent will:

- Be responsible for the World Water Assessment Programme Secretariat in ensuring coordination, production, communication and development of the World Water Development Reports (WWDRs) and related water policy documents.
- Be responsible for the development of the Global assessments of freshwater resources.
- Contribute, in coordination with IHP, to the communication activities related to the water sciences programmes, the production of water and gender data and information and capacity development activities related to its focus.
- Contribute to the implementation of the ninth phase of IHP and the preparation of meetings of the Intergovernmental Council and bureau of the IHP.
- Provide intellectual, strategic, and operational leadership in the planning, coordinating, and executing of WWAP-related activities and managerial leadership for the WWAP Secretariat.
- Ensure the development /implementation of organizational and resource mobilization strategies for WWAP activities and the management of its personnel (more than 10 technical and administrative staff), the facilities, financial operations, and security requirements in line with UNESCO's policies and procedures. For these purposes, the incumbent will develop overall strategies and work plans, implement effective internal controls, and manage the funds for WWAP by following UNESCO rules and regulations.

As responsible for the production of the periodic WWDRs, the incumbent will:

- Develop and present the general program for its development to all relevant partners, including UN-Water.
- Coordinate the timely implementation of all activities leading to their production.
- Coordinate the contributions of United Nations partners and members, scientists, professional individuals, and organizations in preparing the WWDRs through appropriate and effective channels and establish relevant co-publishing arrangements with United Nations system entities and other entities as needed for WWAP/WWDR products in line with UNESCO procedures.
- Maintain close consultative relations with UNESCO's Water Family and with UN-Water regarding the overall content of the WWDRs, and prepare related progress reports for IHP, the donors, UN-Water, and other relevant partners.
- Maintain relations with the local and international water research community and relevant administrative authorities of host countries.

COMPETENCIES (Core/Managerial)

Communication (C)
Accountability (C)
Innovation (C)
Knowledge sharing and continuous improvement (C)
Planning and organizing (C)
Results focus (C)
Teamwork (C)
Professionalism (C)

Building partnerships (M)
Driving and managing change (M)
Strategic thinking (M)
Making quality decisions (M)
Managing performance (M)
Leading and empowering others (M)

For detailed information, please consult the [UNESCO Competency Framework](#).

REQUIRED QUALIFICATIONS

Education

- Advanced university degree (Master's or equivalent) in freshwater sciences or environmental sciences with specialization in water or other related field.

Work Experience

- A minimum of 15 years of progressively responsible relevant professional experience at the appropriate management level within the United Nations system or within other international institutions, including comprehensive experience in development issues related to UNESCO's areas of competence, of which preferably 7 years acquired at international level.
- Sound experience and proven success in resources and partnership mobilization.
- Experience in advocacy and communicating water/environmental issues and related authoritative documents.
- Specialization and/or substantive experience in freshwater sciences or environmental sciences with specialization in water and an established scientific reputation in water or environmental research, evidenced by scientific publications and records.
- Experience in the field of multilateral cooperation and development.

Skills & Competencies

- Knowledge of and commitment to UNESCO's mandate, vision, strategic direction and priorities.
- Good knowledge of UNESCO programmes and policies in water sciences and of international development policies and institutions.
- Demonstrated strategic planning and management abilities, including the capacity to administer extensive programmes for human and financial resources.
- Capacity to provide intellectual leadership to guide staff and build trust, manage, lead and motivate a large and diversified body of staff in a multicultural environment with sensitivity and respect for diversity.
- Proven ability to work collaboratively and to build relationships and consensus with diverse groups of intergovernmental and non-governmental organizations, individuals, and relevant institutions.
- High sense of objectivity, professional integrity, diplomacy, tact, and political astuteness.
- Demonstrated skills in science communication and advocacy.
- Excellent interpersonal and communication skills with solid representational abilities in front of a broad range of stakeholders, including the news media.
- Analytical and organizational skills, including establishing plans and priorities, effective implementation, and devising implementation plans.
- Sound judgment and decision-making skills.
- Ability to identify key strategic issues, objectives, opportunities and risks.
- Proven experience in raising funds.
- Knowledge of gender issues related to water.

Languages

- Excellent knowledge of English (oral and written).

DESIRABLE QUALIFICATIONS

Education

- Ph.D. in natural sciences, especially in water sciences and environmental sciences, with a specialization in water and other related field.

Work experience

- Experience conducting policy dialogue at government and non-government levels or in public and private sectors.
- Experience in research work and/or teaching at a university or research institution.
- Experience in the field.
- Good knowledge of the United Nations system.

Languages

- Knowledge of another official language of UNESCO (Arabic, Chinese, Russian and/or Spanish).

BENEFITS AND ENTITLEMENTS

UNESCO's salaries consist of a basic salary and other benefits which may include if applicable: 30 days annual leave, family allowance, medical insurance, pension plan etc.

The approximate annual starting salary for this post is US \$145,039.

For full information on benefits and entitlements, please consult our [Guide to Staff Benefits](#).

Please note that UNESCO is a non-smoking Organization.

SELECTION AND RECRUITMENT PROCESS

Please note that all candidates must complete an on-line application and provide complete and accurate information.

To apply, please visit the [UNESCO Careers website](#). No modifications can be made to the application submitted.

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 uses 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.

UNESCO recalls that paramount consideration in the appointment of staff members shall be the necessity of securing the highest standards of efficiency, technical competence and integrity. UNESCO applies a zero-tolerance policy against all forms of harassment. UNESCO is committed to achieving and sustaining equitable and diverse geographical distribution, as well as 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. Candidates from non- and under-represented Member States ([last update here](#)) are particularly welcome and strongly encouraged to apply. Individuals from minority groups and Indigenous groups and persons with disabilities 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.

UNESCO does not charge a fee at any stage of the recruitment process.

**Representation of Member States in posts subject
to geographical distribution as at 31 July 2024**

Representation above range	Representation within range	Representation below range	Not represented
Algeria	Afghanistan	Antigua and Barbuda	Albania
Argentina	Angola	Armenia	Andorra
Belgium	Australia	Bangladesh	Bahamas
Brazil	Austria	Barbados	Bahrain
Cameroon	Azerbaijan	Belarus	Bhutan
Canada	Benin	Belize	Brunei Darussalam
Democratic Republic of the Congo	Bosnia and Herzegovina	Bolivia (Plurinational State of)	Dominican Republic
Egypt	Bulgaria	Botswana	El Salvador
Ethiopia	Burkina Faso	Cabo Verde	Equatorial Guinea
France	Burundi	Central African Republic	Guatemala
Greece	Cambodia	Chad	Guyana
Italy	Chile	China	Iceland
Japan	Colombia	Comoros	Kiribati
Kenya	Congo	Cook Islands	Kuwait
Lebanon	Côte d'Ivoire	Costa Rica	Latvia
Mexico	Cuba	Croatia	Lesotho
Morocco	Czechia	Cyprus	Maldives
Nepal	Denmark	Democratic People's Republic of Korea	Malta
Senegal	Ecuador	Djibouti	Marshall Islands
South Africa	Eswatini	Dominica	Micronesia (Federated States of)
Spain	Finland	Eritrea	Monaco
Tunisia	Gabon	Estonia	Nauru
Ukraine	Gambia	Fiji	Niue
United Kingdom of Great Britain and Northern Ireland	Georgia	Ghana	North Macedonia
	Germany	Grenada	Oman
	Guinea	Guinea-Bissau	Palau
	Honduras	Haiti	Panama
	Hungary	India	Qatar
	Indonesia	Iraq	Saint Vincent and the Grenadines
	Iran (Islamic Republic of)	Ireland	Samoa
	Jamaica	Liberia	San Marino
	Jordan	Libya	Solomon Islands
	Kazakhstan	Madagascar	South Sudan
	Kyrgyzstan	Malawi	Suriname
	Lao People's Democratic Republic	Montenegro	Timor-Leste
	Lithuania	Mozambique	Tonga
	Luxembourg	Myanmar	Tuvalu
	Malaysia	Namibia	United Arab Emirates
	Mali	Papua New Guinea	Vanuatu
	Mauritania	Peru	
	Mauritius	Sao Tome and Principe	
	Mongolia	Saudi Arabia	
	Netherlands (Kingdom of the)	Serbia	
	New Zealand	Seychelles	
	Nicaragua	Slovakia	
	Niger	Tajikistan	
	Nigeria		
	Norway		

Representation above range	Representation within range	Representation below range	Not represented
	Pakistan	Thailand	
	Paraguay	Trinidad and Tobago	
	Philippines	Turkmenistan	
	Poland	United States of	
	Portugal	America	
	Republic of Korea	Yemen	
	Republic of Moldova		
	Romania		
	Russian Federation		
	Rwanda		
	Saint Kitts and Nevis		
	Saint Lucia		
	Sierra Leone		
	Singapore		
	Slovenia		
	Somalia		
	Sri Lanka		
	State of Palestine		
	Sudan		
	Sweden		
	Switzerland		
	Syrian Arab Republic		
	Togo		
	Türkiye		
	Uganda		
	United Republic of		
	Tanzania		
	Uruguay		
	Uzbekistan		
	Venezuela (Bolivarian		
	Republic of)		
	Viet Nam		
	Zambia		
	Zimbabwe		