IOC Circular Letter N° 2356
(Available in English)

 IOC/TE/BA/fc/ss
Paris, 2 August 2010

To : Tsunami National Contacts and Tsunami Warning Focal Points for the ICG/IOTWS, ICG/PTWS, ICG/NEAMTWS and ICG/CARIBE-EWS
Officers of the ICG/IOTWS, ICG/PTWS, ICG/NEAMTWS and ICG/CARIBE-EWS

cc. : IOC Officers
Official National Coordinating Body for liaison with the IOC Member States
Permanent Delegates/Observer Missions to UNESCO of IOC Member States
Officers of the IOC Regional Sub-Commissions and Committees

Subject : Recruitment of Project Officer, Oman National Multi-Hazard Early Warning System (NMHEWS)

I am pleased to invite applications for the position of Project Officer for the UNESCO Project: "Technical Expert Advice to the Directorate General of Meteorology and Air Navigation of the Sultanate of Oman to Establish a National Multi-Hazard Early Warning System (NMHEWS)". The appointment is for 2 years and will be based in Muscat, Sultanate of Oman.

Further details of the position are provided in the attached vacancy notice. Applicants who wish to be considered for this position are invited to submit a completed UNESCO CV (available on request) with a letter of introduction, to: iotws@unesco.org. Please use “Post ALD Oman EWS” as the e-mail header/subject. If the application cannot be sent by email, a fax may be sent to ‘IOTWS Secretariat’ at: +61-8-9226 0599. Applications must be received no later than 31st August 2010.

Sincerely Yours,

[signed]
Wendy Watson-Wright
Executive Secretary, IOC
Assistant Director-General, UNESCO

Attachments: Vacancy Notice - Project Officer Oman National Multi-Hazard Early Warning System (NMHEWS)
UNESCO contributes to peace and human development in an era of globalization by furthering international cooperation through its programmes in education, sciences, culture and communication. With its 193 Member States and 6 Associate Members, UNESCO has its Headquarters in Paris (France) and operates globally through a network of offices and several institutes.

**Post title**

Project Officer Oman National Multi-Hazard Early Warning System (NMHEWS)

**Organisational unit**

Sciences Sector, IOC, UNESCO HQ

**Duty station**

MUSCAT, OMAN

**Grade**

ALD P-3

**Closing date**

31 August 2010

**Purpose of post**

The Tsunami Unit of the Intergovernmental Oceanographic Commission (IOC) of UNESCO coordinates a broad programme of activities, including the coordination of associated research and capacity building networks, through Intergovernmental Coordination Groups (ICG) and their Working Groups. The unit cooperates with a broad range of national and international partners. Based in Muscat, Oman, the incumbent will provide technical and management expertise for the development, implementation and monitoring of the UNESCO Project: “Technical Expert Advice to the Directorate General of Meteorology and Air Navigation (DGMAN) of the Sultanate of Oman to Establish a National Multi-Hazard Early Warning System (NMHEWS)”. The principal objective of this project is to provide technical specifications and advice towards the establishment of the Oman NMHEWS, in the framework of the Indian Ocean Tsunami Warning and Mitigation System (IOTWS).

**Main responsibilities**

The position will be based at the DGMAN, Muscat, Oman. The Project Officer will work under the overall supervision of the Head of Tsunami Unit of the Intergovernmental Oceanographic Commission (IOC) of UNESCO and in close cooperation with his/her Supervisor at the DGMAN. The main duties and responsibilities of the project officer will be the following:

- Develop a detailed project workplan for the foreseen project activities.
- Support and advise UNESCO IOC, as well as the national project partners, in the development and implementation of the project activities (including training) at national and regional level, in coordination with relevant partners and governmental institutions.
- Provide technical assistance and guidance in the development of the training materials that will be produced as part of the project. Provide technical assistance in the development of terms of reference for staff of NMHEWS and establish procurement specifications for equipment and services that will be part of the project. Provide support in the organization of inter-institutional workshops with key stakeholders and national partners.
- Maintain close contacts with the DGMAN, ensure timely reports, budgets and briefing notes, and represent UNESCO IOC in relevant meetings and events related to the project.
- Ensure accurate and effective monitoring of the project according to established indicators and baselines. Report progress and results in the required format.
- Frequent travel to UNESCO IOC headquarters in Paris and close coordination with the ICG/IOTWS Secretariat based in Perth, Australia, will be required.

**Profile**

- Advanced university degree in earth/ocean sciences or engineering
- Practical familiarity with seismic and/or oceanographic monitoring systems, tsunami generation, early warning systems and warning dissemination.
- Work experience: At least seven years of progressively responsible professional work experience in programme planning and management in a related field, with emphasis on technical aspects of natural hazards early warning systems, emergency preparedness and disaster risk reduction activities. In depth knowledge of IOC work as well as UNESCO’s activities related to Tsunami Early Warning Systems.
- Previous experience with UNESCO or other UN Agencies is 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. Good 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 English is essential, including communication and presentation skills. Working knowledge of Arabic would be desirable.

**Conditions of employment**

UNESCO’s salaries are calculated in US dollars and paid in local currency. They consist of a basic salary and a post adjustment which reflects the cost of living in a particular duty station and exchange rates. For this ALD post, the annual remuneration will start at the current exchange rate for P-3 at US$87,000 with dependants (US$80,000 if without dependants) exempt from income tax. In addition, UNESCO offers an attractive benefits package including 30 days annual vacation, pension plan and medical insurance. The appointment, which is for 2 years, includes a probationary period of 3 months. UNESCO is committed to gender equality in its programming and to gender parity within the Secretariat. Therefore, women candidates are strongly encouraged to apply.

**How to apply**

Persons wishing to be considered for this position are invited to submit electronically a completed UNESCO CV (available on request) with a letter of introduction, to: iotws@unesco.org. Please use “Post ALD Oman EWS” as the e-mail header/subject. If the application cannot be sent online, a fax may be sent to ‘IOTWS Secretariat’ at: +61-8-9226 0599. Deadline for receiving applications is August 31st 2010.