

# ASSOCIATE FIELD COORDINATION OFFICER

Post Number : PAX 361

Grade : P-2

Parent Sector : Priority Africa and External Relations Sector (PAX)

Duty Station: Paris

Job Family: Field Operations Coordination

Type of contract : Fixed Term

Duration of contract : 2 years, renewable

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 17-MAY-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 Priority Africa and External Relations (ADG/PAX) and the direct supervision of the Director of the Division of Field Coordination (PAX/DFC), the Associate Field Coordination Officer will contribute to supporting the Director PAX/DFC in the overall liaison, backstopping and coordination provided to UNESCO Field Offices.

The Associate Field Coordination Officer will:

- Provide substantive support documentation and analytical documents on issues related to UNESCO Field Network, including related to the review, development and implementation of reform initiatives related to the Field Network.
- Provide support in backstopping for Field Offices daily operations and liaise with Directors/Heads of UNESCO Field Offices, relevant services, Member States and other stakeholders for overall coordination.
- Provide assistance in coordinating human resources issues as concerns Directors/Heads of UNESCO Field Offices, in particular provide support to the recruitment processes of Directors/Heads of UNESCO Field Offices, in close cooperation with the Bureau of Human Resources Management (HRM).
- Provide support to information and knowledge as regards UNESCO Field Network for improved information flows and knowledge sharing between Headquarters and Field Offices.
- Provide support to the Division inputs to strategic and programming documents (C/4 and C/5), statutory reports, reports, minutes of meetings, consultations and analytical consolidation on issues related to UNESCO Field Network.

## 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)

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

## **REQUIRED QUALIFICATIONS**

### **Education**

- Advanced university degree (Master's degree or equivalent) in the field of public administration, international relations, political sciences, social sciences, or other related fields.

### **Work Experience**

- At least two (2) years of professional experience in the field of international cooperation, international relations and/or diplomacy, or related field, of which preferably one (1 year) acquired at international level.

### **Skills & Competencies**

- Excellent analytical and drafting skills.
- Excellent oral and written communication skills, with ability to produce high quality documents and briefings/reports.
- Excellent coordination and interpersonal skills.
- Proven planning and organizational skills with ability to establish and follow plans and priorities.
- Proven ability to work in a team and to maintain effective working relationships in a multi-cultural environment.
- Proven ability to communicate, advocate, and exchange with colleagues, staff and stakeholders within and outside the Organization.
- Sense of diplomacy, tact and discretion.

### **Languages**

- Excellent knowledge (written and spoken) of English or French and good knowledge of the other language.

## **DESIRABLE QUALIFICATIONS**

### **Education**

- Training or other degrees in disciplines in a field related to the post.

### **Work experience**

- Experience in the field of coordination and planning.
- Professional experience gained in multicultural working environments.

### **Skills & Competencies**

- Commitment and knowledge of the Organization's mandate, vision, strategic direction and priorities.
- Familiarity with the work and general functioning of international organizations and/or the UN system.
- Capacity to actively participate in building and strengthening relations with partners.
- Broad general culture and geopolitical knowledge.

### **Languages**

- Knowledge of another official language of UNESCO (Arabic, Chinese, Russian 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 82 164 US \$.

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

### **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.*