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## PROGRAMME SPECIALIST

Post Number : PAX 013

Grade : P-4

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

Duty Station: Paris

Job Family: Programme Coordination

Type of contract : Fixed Term

Duration of contract : 2 years, renewable

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 05-JAN-2023

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

### OVERVIEW OF THE FUNCTIONS OF THE POST

***The Africa Department / Division for Priority Africa Coordination is mandated to:***

- ***Coordinate UNESCO's cooperation with African Member States, African IGOs and NGOs, as well as with bilateral partners and multilateral institutions;***
- ***Ensure cooperation with the Programme Sectors and Field Offices for the coordination and monitoring of the implementation of the operational strategy for Priority Africa.***
- ***Contribute to the function of UNESCO's laboratory of ideas through contextual analysis and foresight, and;***
- ***Carry out communication activities for the visibility of UNESCO's action in Africa.***

***It carries out its functions through (i) the Unit for Relations with Member States, Intersectoral Cooperation and Partnerships; (ii) the Section for Cooperation with African Regional***

**Organizations; (iii) the Unit for Social Mobilization and Communication and, (iv) the Unit for Contextual Analysis and Foresight. The work of the Division is guided by UNESCO's Governing Bodies decisions and in alignment with both the 2030 Agenda for the Sustainable Development Goals and the objectives defined by the African Union in Agenda 2063.**

Under the overall authority of the Assistant Director-General for Priority Africa and External Relations (ADG/PAX), guidance of the Director, Division for Priority Africa Coordination (PAX/AFR), and in close collaboration with the different sections and units of the Sector, the Programme Specialist will advise and assist ADG/PAX in the coordination and implementation of the operational strategy for Priority Africa (2022-2029) adopted by the 41st session of UNESCO, in November 2021. This will include also building up a social mobilization strategy, as well as advocacy for UNESCO's Priority Africa with Member States and partners and strengthening the visibility of Priority Africa.

Specifically, the incumbent will undertake the following tasks and responsibilities:

- Monitor and analyse the trends that emerge in the implementation of the operational strategy for Priority Africa (2022-2029).
- Identify the obstacles likely to hinder the implementation of the operational strategy, identify good practices and propose solutions to the problems identified, both technically and politically.
- Provide intellectual support to ADG/PAX in drafting a document on the status of the implementation of the operational strategy.
- Prepare and draft information notes, guidance notes, assessment briefs, strategic briefing notes, briefings on politically sensitive issues.
- Contribute to the strategic planning processes concerning Priority Africa in the Programme Factors of UNESCO in general and the Bureau of Strategic Planning (BSP) in particular.
- Propose and ensure the implementation of a social mobilization strategy with a view to sensitizing Member States and partners to the operational strategy for Priority Africa.
- Coordinate all communication actions aimed at giving greater visibility to Priority Africa among African Member States, the African Union, African Regional Economic Communities, as well as bilateral and multilateral partners.
- Conduct intensive advocacy for Priority Africa with key stakeholder groups through the dissemination of information through various communications channels, including social media.
- Contribute to the preparation and organization of information meetings with the Africa Group and regional and international, partners, in order to promote reflections on key concepts related to UNESCO's mandate and regional priorities that can have an impact on the implementation of the operational strategy for Priority Africa (2022-2029).
- Provide advice and support to Sectors and Field Offices regarding cooperation with African Member States, African IGOs and NGOs, bilateral partners and multilateral institutions.
- Contribute, in liaison with the Unit for Relations with Member States and African Partnerships, to the preparation of speeches, documents and information and summary notes concerning UNESCO's strategy for Priority Africa intended for the Director-General.
- Contribute, in liaison with the Unit for Contextual Analysis and Foresight, to the elaboration of forward-looking reflection documents on new and emerging issues and challenges in terms of Africa's development and transformation in relation to the areas competence of the Organization taking into account the objectives of the African Union's Agenda 2063 and Sustainable Development Goals 2030 Agenda.

## 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)  
Leading and empowering others (M)  
Making quality decisions (M)  
Managing performance (M)  
Strategic thinking (M)

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

## **REQUIRED QUALIFICATIONS**

### **Education**

- Advanced university degree (Master's degree or equivalent) in the field of International Relations, Political Science, Social Sciences, African studies, or in another related area.

### **Work Experience**

- Minimum of seven (7) years of progressively responsible relevant professional experience in the field of diplomacy, international relations, international cooperation, of which preferably three (3) years acquired at the international level.
- Experience in working with Member States, preferably African Member States and/or African Regional Organizations.
- Experience in the field of project/activity planning, management, monitoring and evaluation.
- Experience in development of analytical and strategy documents and advice.
- Experience in resource mobilization and maintaining relations with African Member States.

### **Skills & Competencies**

- Commitment and knowledge of the Organization's mandate, vision, strategic direction and priorities.
- Excellent knowledge of political, economic, social and cultural development challenges of Africa.
- Coordination, management and interpersonal skills.
- Ability to work in a team in an international and multi-cultural environment.
- Excellent analytical and drafting skills, as well as strong problem-solving skills, including demonstrated ability to provide high-level advice.
- Excellent communication skills, including writing and oral expression.
- Ability to communicate, advocate, and negotiate with colleagues, staff and stakeholders at all levels within and outside the Organization.
- Ability to build and sustain effective partnerships inside and outside of the Organization.
- Good IT skills, including the use of Microsoft Office software.

### **Languages**

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

## **DESIRABLE QUALIFICATIONS**

### **Work Experience**

- Experience in cooperation with African IGOs and NGOs and African civil society.

- Experience in political outreach, facilitation, analysis, advice and reporting.
- Experience in resources and partnership mobilization

### **Skills & Competencies**

- Knowledge of UNESCO's programmes and operational strategy for Priority Africa.
- Familiarity with the work and general functioning of international organization and/or the UN system.
- Sound judgement and decision-making skills.
- Sound knowledge and understanding of current international affairs.

### **Languages**

- Knowledge of other official UNESCO languages (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 111 210 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.*

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