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ASSISTANT PROGRAMME SPECIALIST (CULTURE)

Post Number : CLT 332

Grade : P-2

Parent Sector : Culture Sector (CLT)

Duty Station: Paris

Job Family: Culture

Type of contract : Fixed Term

Duration of contract : 2 years

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 16-MAR-2022

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

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of Assistant Director-General for Culture (ADG/CLT), the general supervision of the Chief of the Living Heritage Entity and the direct supervision of the Chief of the Capacity Building and Heritage Policy Unit, the incumbent will assist with the coordination, development, management and evaluation of activities and projects related to intangible cultural heritage (ICH), in particular within the framework of the implementation of the 2003 Convention for the Safeguarding of the Intangible Cultural Heritage and its global capacity-building programme. The

incumbent shall also be involved in supporting interdisciplinary and intersectoral activities of importance to the Entity and as a contribution to attaining the 2030 Agenda with its international sustainable development goals (SDGs).

In particular, the incumbent will:

- Assist with all substantive and organizational tasks required for the development, coordination, backstopping and monitoring of the global capacity-building strategy to translate the principles of the 2003 Convention for the Safeguarding of the Intangible Cultural Heritage into policies and programmes at country level, including within sustainable development plans and frameworks. This involves (i) participation in the process of elaborating, testing and disseminating conceptual and pedagogical (online) materials, methods and tools in support of the core functions of the Convention as well as the thematic programmes, and providing substantive input as required; (ii) assistance with carrying out training and support activities for experts, officials and young people in the field of living heritage in different regions; (iii) contributing to building, maintaining and expanding the global network of facilitators; (iv) assuming backstopping with field offices and category 2 centres responsible for planning, implementing, following-up and evaluating capacity-building activities.
- As regional officer in the Living Heritage Entity for a set of countries and alternate for another set of countries, maintain frequent contact with field offices, Permanent Delegations, national counterparts and colleagues to promote effective communication for the successful implementation of projects and activities; gather and maintain accurate and up-to-date information concerning the safeguarding activities in those countries; prepare briefings, contributions, reports, recommendations etc. concerning the countries of the region; respond to deadlines and requests in a timely and effective manner; and facilitate the work of colleagues within the Entity by providing and sharing country information relevant to their specific duties.
- Contribute to the tasks of providing the Secretariat for the Convention for the Safeguarding of the Intangible Cultural Heritage, notably by (i) preparing correspondence with Member States, NGOs, experts and centres of expertise, and others regarding the implementation of the Convention; (ii) providing support to the statutory meetings as required.
- Assist with interdisciplinary and intersectoral activities aimed at building and strengthening collaboration and exchanges with relevant partners to integrate the safeguarding of intangible cultural heritage into their programmes; identify relevant partners, assist with organizing consultation and information exchange, and provide input to joint projects, as appropriate.

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](https://careers.unesco.org/job/Paris-Assistant-Programme-Specialist-%28Culture%29/741795702/).

REQUIRED QUALIFICATIONS

Education

- Advanced university degree (Masters or equivalent) required in culture, social sciences, humanities, political science, international relations, law or a related discipline.

Work Experience

- Minimum of two (2) years of working experience in culture and/or safeguarding intangible cultural heritage or a related field, such as cultural policy or cultural programme management and implementation, of which preferably one (1) year acquired at international level.

Skills/Competencies

- Capacity to elaborate and manage programmes/projects in the field of culture.
- Excellent written and oral communication skills, in particular the ability to collect, synthesise and analyse information from various sources and on this basis draft working and information documents in a clear and concise manner.
- Capacity to maintain effective working relations with representatives of national/local authorities, cultural institutions and relevant intergovernmental and non-governmental organizations.
- Ability to effectively convey and share ideas with others adapting the style, content and tone to suit the audience.
- Good knowledge of IT tools (MS Word, Excel, Outlook etc.).

Languages

- Excellent knowledge of English or French and good knowledge of the other language.

DESIRABLE QUALIFICATIONS

Education

- Specialization in fields of relevance to intangible cultural heritage (e.g., applied anthropology and cultural studies).

Work Experience

- Experience in working on heritage and development within a specialized heritage institution or an NGO.
- Relevant professional experience in the United Nations System or other international development organization(s).

Skills/Competencies

- Good knowledge of international organizations and/or the UN system.
- Proven ability to maintain effective working relations in a multicultural environment.
- Skills related to effective fund-raising.

Languages

- Knowledge of another/other official UNESCO language(s) (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.

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 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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