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ASSOCIATE EXECUTIVE COORDINATOR

Post Number : ED 029

Grade : P-1 / P-2

Parent Sector : Education Sector (ED)

Duty Station: Paris

Job Family: Education

Type of contract : Fixed Term

Duration of contract : 2 years

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 23-JUL-2022

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

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the direct supervision of the Assistant Director-General for Education (ADG/ED), the incumbent is responsible for providing professional and technical support, research and analysis to ADG's Office work as well as cross-sectional, divisional and programmatic activities and initiatives. The incumbent will perform the following essential duties:

- Manage ADGs front office and directly supervise the assistants working in the ADG's office.
- Oversee the work related to ADGs agenda, missions and correspondence.
- Liaise with external organizers to get all relevant information to prepare the ADG/ED participation and promote her role. Follow up with other team members and organizers after missions and

events, including drafting reports and correspondence to ensure strategic outcomes of her participation.

- Act as one of the focal points for co-ordination and strong relationships with external and internal partners.
- In close coordination with EO and Communications Team, facilitates communication flow in particular as regards ADGs priorities and follow-up of decisions.
- Keep abreast of news and reports published by media and international organizations related to specific education priority topics requested by ADG.

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 (equivalent to Master's level) in international relations, social sciences or closely related fields.

Work Experience

- Minimum of 2 years of professional experience in coordination in the domain of education or related area, of which preferably 1 year acquired at international level.

Skills and competencies

- Strong interpersonal skills, including tact, diplomacy and political sensitivity to handle delicate interactions with a wide range of partners.
- Familiarity with the work and general functioning of international organizations and/or the UN system.
- Sound judgment and excellent analytical skills.
- Strong communication skills.
- Good organizational skills and excellent time management.
- Excellent computer and IT skills, in particular the usage of office software packages.
- Ability to meet deadlines and willingness to take additional responsibilities.
- Flexibility, team spirit and ability to work in a multi-cultural team environment.

Languages

- Excellent knowledge (written and spoken) of English and French.

DESIRABLE QUALIFICATIONS

Work Experience

- Working experience in providing senior executive support and/or coordination with high level officials in international organizations and/or the UN system.

Languages

- Knowledge of another UNESCO official language (Arabic, Chinese, Russian and 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 position is USD 54,355.

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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