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ASSOCIATE LIAISON OFFICER

Post Number : PAX 338

Grade : P-1 / P-2

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

Duty Station: Paris

Job Family: External Relations

Type of contract : Fixed Term

Duration of contract : 2 years

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 30-MAY-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 the Assistant Director-General for Priority Africa and External Relations (ADG/PAX) and the Director of the Division of External Relations (PAX/DRX), and the Chief of Relations with Member States (PAX/DRX/RMS), and the direct supervision of the Chief of the Arab States Unit (PAX/DRX/RMS/ARB), the Associate Liaison Officer will contribute to strengthening UNESCO's cooperation with the Member States, as well as regional and sub-regional organizations.

The incumbent will perform the following tasks:

- Prepare background and briefing notes on UNESCO's cooperation with the Member States concerned for the Director-General's bilateral meetings and official visits in consultation with the

concerned units of the Secretariat. Update country profiles data on UNESCO's website. Prepare MOUs of cooperation as may be required.

- Draft official correspondence for the signature of the Director-General or the ADG/PAX. Analyse and review files and correspondence to assess sensitivity and refer potential issues to the supervisor.
- Assist in dealing with a wide range of issues referred by Member States, Permanent Delegations, Representatives to the Executive Board and officials of National Commissions by providing timely, accurate and specific information in response to queries, thus contributing to maintaining close working relationships with Member States' representatives and other stakeholders.
- Provide timely notes in reaction to events and proposals of possible appropriate follow-up action on the part of the senior staff. This involves following closely relevant developments in the Member States concerned, assessing the actual and potential impact of regional, sub-regional and national issues within UNESCO's fields of competence, and timely submission of notes in response.
- Contribute to the Unit's daily work by representing the Unit at relevant conferences and meetings as and when designated by the supervisor. Prepare contributions to the Secretariat reports to the Executive Board and the General Conference. Contribute, when required, to the speeches and messages of the Director-General or the ADG/PAX. Provide support to the Unit of the National Commissions when needed.

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 International Relations, Political science, Law or in other related areas.

Work Experience

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

Skills & Competencies

- Proven organizational and analytical skills including demonstrated ability to provide advice and analysis.
- Very good written and oral communication skills, with the ability to produce quality briefings.
- Excellent coordination and interpersonal skills.
- Proven ability to communicate, advocate, and exchange with colleagues, staff and stakeholders within and outside the Organization.
- Proven ability to work effectively in a team and maintain effective working relations in a multicultural environment.

- Sense of diplomacy, tact and discretion.

Languages

- Excellent knowledge of English and French and good knowledge of Arabic.

DESIRABLE QUALIFICATIONS

Education

- Training or diploma in geopolitics of the Arab States region.

Work Experience

- Experience in the preparation of factual and substantive briefing notes.

Skills & Competencies

- Knowledge of the Arab region's geopolitics.
- Capacity to actively participate in building and strengthening relations with Member States and partners.
- Familiarity with the work and general functioning of international organizations and/or the UN system.

Languages

- Knowledge of other official UNESCO languages (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 ([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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