

Search by Keyword

Show More Options

Search by Location

Search Jobs

Clear

Click to receive job alerts for the criteria you have selected on this page every days

 Create Alert

Share this Job

Apply now »

EXECUTIVE OFFICER (SOCIAL AND HUMAN SCIENCES)

Post Number : SHS 381

Grade : P-3

Parent Sector : Social and Human Sciences Sector (SHS)

Duty Station: Paris

Job Family: Social and Human Sciences

Type of contract : Fixed Term

Duration of contract : 2 years

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 04-MAY-2022

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

OVERVIEW OF THE FUNCTIONS OF THE POST

The post is located in the Office of the Assistant Director-General for Social and Human Science Sector (ADG/SHS) and works under the overall authority and direct supervision of the ADG/SHS; the incumbent is responsible for providing advice and professional support through research and analysis and to ensure coordination of cross-sectional and multi-sectoral activities, programmatic activities and initiatives, in close collaboration with the Executive Office (EO/SHS) and engaging with Directors, Chiefs of Sections in HQ, and SHS Programme Specialists in the Field.

The incumbent will work within the frameworks of UNESCO's Medium-Term Strategy (C/4), the approved Programme and Budget (C/5) and global development plans such as the 2030 Agenda for Sustainable Development.

In particular, s/he will be expected to perform the following essential tasks:

- Provide substantive support, advice, and guidance to the ADG/SHS in preparation of internal and external meetings, events and missions, including coordinating the preparation of all necessary background materials, including talking points, substantive papers, and speeches in close collaboration with EO/SHS and Programme Sections. Oversee communications of ADG/SHS, including through social media, as well as provide advice on the format and image of SHS deliverables.
- Provide substantive support and technical advice to ADG/SHS in preparing and following-up on meetings with representatives of Member States and other external partners, colleagues, staff representatives, members of the diplomatic community, and officials from the UN, Intergovernmental Organisations and Non-Governmental Organisations. Follow upon all invitations received and ensure appropriate representation of SHS.
- Act as one of the focal points of contact ensuring constructive communications, identifying synergies within Social and Human Science Sector and other Organization' entities, including managing the flow of relevant information between ADG/SHS Office and concerned Sections, Offices, Bureaux where relevant, including Directors at Headquarters, and SHS Staff in the Field, especially in relation to executive decisions, meeting outcomes and priorities set by the ADG/SHS.
- Keep abreast and advise on news, reports and relevant developments published by media and international organisations related to the Social and Human Sciences and international agenda with a view of increasing the impact of SHS work. Provide relevant background information to support ADG/SHS in taking informed strategic decisions. Follow up on matters that require attention, making proposals on workflow improvements as needed, and support any other tasks as required.
- Contribute to ensure effective SHS representation and collaboration with internal and external partners in promoting SHS activities, increasing the visibility and impact of the SHS initiatives and flagships. Analyse and identify opportunities or areas for increased collaboration and networking, nurturing positive relationships within UNESCO and externally.

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 or equivalent) in the field of Social and Human Sciences, Business Administration, Political Science, International Relations or a related discipline.

Work Experience

- A minimum of 4 years of progressive relevant professional experience in planning, monitoring, and reporting in the area of Social and Human Sciences, development cooperation or related area, of which preferably 2 years acquired at international level.
- Experience in providing strategic advice and coordination in a multilateral context, and development and implementation of programmes and projects in the field of social and human sciences.
- Experience developing and implementing strategies to enhance communications, build partnerships and leverage support, and engagement on complex topics, including through social and traditional

media.

- Relevant professional work experience in strategic communication and outreach, public relations, media, or related field.

Skills and competencies

- Excellent coordination, interpersonal and diplomatic skills.
- Excellent written and oral communication skills, including the ability to prepare, present and discuss findings and recommendations on issues clearly and concisely.
- Ability to work effectively in a team and to maintain effective working relationships in a multicultural environment.
- Ability to provide strategic advice synthesizing information originating from different sources.
- Capacity to build and maintain effective working relations with national/local authorities, relevant institutions, intergovernmental and non-governmental organizations.
- Ability to take initiative and to manage a heavy workload; to work under pressure, with capacity for accuracy, paying close attention to detail and quality of work.
- Solid IT skills including knowledge of Office software and Web 2.0.

Languages

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

DESIRABLE QUALIFICATIONS

Skills and competencies

- Good knowledge of UNESCO's work, and familiarity with Social and Human Sciences Sector activities.
- Familiarity with the work and general functioning of international organizations and/or the United Nations System.

Languages

- Knowledge of other official language of UNESCO (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.

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.

[Apply now »](#)

[Disclaimer of use](#)

[Access to Information Policy](#)

[Privacy Policy](#)

[UNESCO Name & Logo](#)

[FAQ](#)

[Environmental and Social Policies](#)

[Protection of human rights : Procedure 104](#)

[Transparency Portal](#)

[Scam alert](#)

[Report fraud, abuse, misconduct](#)

[© UNESCO 2019](#)



UNESCO applies a zero tolerance policy against all forms of harassment