

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 »

HEAD OF UNIT (CULTURE)

Post Number : CLT 020

Grade : P-4

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) : 25-APR-2022

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

OVERVIEW OF THE FUNCTIONS OF THE POST

The Diversity of Cultural Expressions Entity promotes the diversity of cultural expressions and the creative economy as vectors for sustainable development. Its mission is to ensure the effective implementation and monitoring of the 2005 Convention on the Protection and Promotion of the Diversity of Cultural Expressions and the 1980 Recommendation concerning the Status of the Artist. The Entity fosters international cooperation by providing assistance to governments around the world to design, monitor, and evaluate policies that promote the diversity of cultural expressions and the

creative economy. It also coordinates and monitors the Convention's statutory obligations, notably by providing support for the sound decision-making of the Convention's governing bodies through knowledge sharing and data collection, analysis, and distribution.

Under the overall authority of the Assistant Director-General for Culture and the direct supervision of the Chief of the Diversity of Cultural Expressions Entity, the incumbent will be responsible for the development and execution of activities to monitor the implementation of the 2005 Convention by its Parties, the production of knowledge through research and publications, the coordination of the work of the Convention's governing bodies and the mobilization of voluntary contributions to support these activities.

As Head of the Statutory Meetings and Research Unit, she/he will supervise staff and provide day-to-day oversight of their work.

Within this context, the incumbent will:

- Lead a team to manage and organize statutory meetings and implement policy monitoring and knowledge production activities.
- Develop and implement specialized resources, analytical tools and methodologies to monitor and evaluate the global impact of the 2005 Convention and the 1980 Recommendation in line with the UN 2030 Agenda for Sustainable Development and for the elaboration of Quadrennial Periodic Reports (QPR).
- Develop and implement knowledge production activities in order to facilitate information sharing and transparency to implement the 2005 Convention and the 1980 Recommendation, including the collection, analysis, and dissemination of relevant information, foresight, statistics, and best practices from around the world in the fields of cultural policies, cultural and creative industries, and the role of culture in sustainable development.
- Oversee the publication of the Global Report series and other related publications and activities, as well as the continued development of the Policy Monitoring Platform, which monitors the implementation of the 2005 Convention around the world.
- Coordinate the work of the Convention's governing bodies by organizing the 2005 Convention's statutory meetings and preparing the relevant statutory documents for the Conference of Parties and the Intergovernmental Committee for the Protection and Promotion of the Diversity of Cultural Expressions and its Bureau.
- Foster and maintain close relationships with UNESCO Chairs and Category 2 Centres in the field of diversity of cultural expressions as well as with civil society organizations, in particular those who are admitted to attend the sessions of the Convention's governing bodies, by coordinating the organization of the biennial Civil Society Forum and other relevant meetings.
- Provide substantive input to implement programmes and projects related to the overall objectives of the 2005 Convention, UNESCO global priorities and transversal issues in line

with priorities of the Culture Sector and the Convention governing bodies.

- Formulate strategies and develop project proposals and workplans to mobilize voluntary contributions.

COMPETENCIES (Core / Managerial)

Communication (C)

Accountability (C)

Planning and organizing (C)

Results focus (C)

Teamwork (C)

Professionalism (C)

Strategic thinking (M)

Making quality decisions (M)

Building partnerships (M)

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

REQUIRED QUALIFICATIONS

Education

- Advanced University degree (Master's degree or equivalent degree) in the field of cultural policies and/or cultural industries or a related area.

Work Experience

- Minimum of seven (7) years of progressively responsible relevant professional experience in the field of cultural policies and/or the cultural and creative industries, of which at least 3 years acquired at international level, particularly in a multicultural environment.
- Proven experience in monitoring and evaluating cultural policies and/or cultural industry related policies, programmes and projects.
- Proven experience in managing intergovernmental processes and programmes in the field of cultural policies;
- Proven experience in establishing and maintaining professional networks and partnerships between governmental, civil society and private sector stakeholders in the field of cultural policies and/or cultural industries.
- Experience in staff and budget management.

Skills and competencies

- Good knowledge of UNESCO's standard setting instruments and programmes in the field of culture and excellent knowledge of the 2005 Convention on the Protection and Promotion of the Diversity of Cultural Expressions and the 1980 Recommendation concerning the Status of the Artist.

- Proven/recognized knowledge and expertise in comparative cultural policy analysis in a range of culture and creative industry sectors, to monitor cultural policies and measures to promote the diversity of cultural expressions, the status of artists and artistic freedom.
- Excellent capacity to collect, synthesize and analyse information from various sources and to write documents in a clear and concise manner.
- Ability to identify key strategic issues, objectives, opportunities and risks and provide advice on global and regional trends on cultural policies, cultural and creative industries, the status of artists and artistic freedom, culture and sustainable development.
- Strong analytical, problem solving, organizational and coordination skills.
- Ability to manage heavy workload and to work under pressure, with capacity for accuracy, paying close attention to detail and quality of work.
- Excellent interpersonal skills with ability to maintain effective working relations within a multicultural environment.
- Good IT skills, including good knowledge of standard office software.

Languages

- English and French are the working languages of the UNESCO Secretariat. For this post, excellent knowledge of either English or French and very good knowledge of the other language are required.

DESIRABLE QUALIFICATIONS

Education

- Advanced University degree (PhD) in the field of cultural policies and/or cultural industries.

Work Experience

- Experience within a developing country in the national or regional implementation of cultural industry programmes.
- Professional experience in the United Nations System and/or in the field of international relations and diplomacy, multilateral cooperation and development.

Skills and Competencies

- Familiarity with the work and general functioning of international organizations and/or the UN system, including the 2030 Agenda for Sustainable Development.
- Skills in advanced office software (database, etc.).

Languages

- Knowledge of another/other official language(s) 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