

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 »

PROGRAMME SPECIALIST (CULTURE)

Post Number : CLT 337

Grade : P-3

Parent Sector : Culture Sector (CLT)

Type of contract : Fixed Term

Duration of contract : 2 years **with possibility of renewal**

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

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 (ADG/CLT), the general supervision of the Chief of the Diversity of Cultural Expressions Entity and the direct supervision of the Head of Programmes and Stakeholder Outreach Unit, the incumbent will be charged with the development, management and evaluation of operational programmes aimed at strengthening international cooperation for the promotion of the diversity of cultural expressions, including global capacity development strategies of the 2005 UNESCO Convention on the Protection and Promotion of the Diversity of Cultural Expressions and the 1980 Recommendation concerning the Status of the Artist.

The incumbent will provide technical and analytical support to the design, implementation, monitoring and reporting on programmes and projects as well as resource mobilization activities undertaken by the Entity, including on global priorities (Africa and Gender Equality), priority groups and transversal thematic areas, such as Culture and Education, Culture and Climate Change, Indigenous Peoples, Small Island Developing States (SIDS), and Youth.

In particular, the incumbent will:

- Provide technical assistance to governments around the world to develop, monitor and evaluate cultural policies aimed at promoting the diversity of cultural expressions by providing the necessary substantive and organizational support for the development and backstopping of the Entity's operational programmes in order to translate the principles of the 2005 Convention and the 1980 Recommendation into policies and programmes at country level, notably:
 - Contribute to designing, testing and disseminating capacity-development methods and tools and carry out training on their use by international experts who will provide technical assistance in difference regions;
 - Maintain relations and provide backstopping to Field Offices engaged in the planning, implementation, follow-up and evaluation of activities of operational programmes.
- Contribute to the work of the governing bodies of the 2005 Convention, through the formulation of strategies for the implementations of the Convention and through support to the meetings of the Convention's governing bodies.
- Contribute to the mobilization of voluntary contributions for the implementation of programmes and projects in line with the priorities of the Entity, in particular for the Global Capacity-Building Strategy and the Stakeholder Outreach Strategy, contribute to the formulation of strategies and the elaboration of project documents as well as reporting to donors/partners; and contribute to the implementation of UNESCO's global priorities and transversal issues identified as priorities by the Culture Sector.

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 culture, social sciences, humanities, political science, international relations, or a related discipline.

Work Experience

- At least four (4) years of relevant professional experience in the field of culture, with preferably two (2) years acquired at the international level.
- Proven experience in project management and resource mobilization.

Skills and competencies

- Excellent project management, organizational and coordination skills.
- Capacity to build, maintain and enhance effective working relations with national/local authorities, cultural institutions, and relevant intergovernmental and non-governmental organizations.
- Excellent analytical, written and oral communication skills, in particular the ability to collect, synthesize and analyze information from various sources and on this basis draft working and information documents in a clear and concise manner.
- Excellent inter-personal skills and the ability to work effectively in a team and a multi-cultural environment.
- Excellent diplomacy and advocacy skills.
- Good knowledge of IT tools (MS Word, Excel, Outlook etc.).

Languages

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

DESIRABLE QUALIFICATIONS

Work Experience

- Experience in the implementation of programmes in the field of the cultural and creative industries, at a national, regional or international level.
- Professional experience in the United Nations System and/or in the field of international relations and diplomacy, multilateral cooperation and development.

Skills and competencies

- Knowledge of UNESCO's standard setting instruments and programmes in the field of culture and good 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.
- Familiarity with the work and general functioning of international organizations and/or the UN system, including the 2030 Agenda for Sustainable Development.

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