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## PROGRAMME SPECIALIST (SOCIAL AND HUMAN SCIENCES)

Post Number : SHS 160 and SHS 163

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) : 14-JUN-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 Social and Human Sciences Sector (ADG/SHS), and direct supervision of the Chief of Bioethics and Ethics of Science and Technology Section, the Programme Specialist is responsible for implementing, monitoring and reporting on the work related to the Recommendation on the Ethics of Artificial Intelligence including sectional, cross-sectional and divisional regular and extra budgetary projects and activities; and for providing recommendations on project feasibility, identifying potential collaborations, as well as ensuring regular communication and exchange amongst teams, colleagues, peers and stakeholders. S/he will support, as necessary, other workstreams including Sector's work on neuroscience.

The incumbent works 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.

Specifically, the incumbent shall undertake the following duties and responsibilities:

**Programme and Project Work:**

- Implement, monitor, evaluate and report on projects and activities related to ethics of artificial intelligence and technology programme, with a particular focus on the ethical, legal, social and governance issues of artificial intelligence, as well as the implementation of the 2021 Recommendation on the Ethics of Artificial Intelligence.
- Coordinate and contribute to the design, creation and dissemination of tools, resources and publications of the Section, including as related to the 2021 Recommendation on the Ethics of Artificial Intelligence.
- Provide programme and project support including developing proposals, defining and revising project requirements and specifications, conducting feasibility studies, and drafting reports for the bioethics and ethics of science and technology programme, focusing on, but not limited to, the ethical, legal, social and governance issues of artificial intelligence.
- Identify, propose and develop collaborative projects for the bioethics and ethics of science and technology programme, especially as related to the implementation of the 2021 Recommendation on the Ethics of Artificial Intelligence.
- Engage actively in United Nations (UN) inter-agency, other intergovernmental and international/regional mechanisms on the ethical, legal, social and governance issues of artificial intelligence and/or other related frontier digital technologies.

**Advice and Knowledge Management:**

- Provide advice to the Sector on tools, resources and policies related to the ethical, legal, social and governance issues of artificial intelligence, including for the implementation of the 2021 Recommendation on the Ethics of Artificial Intelligence.
- Maintain awareness of development and advancements in the ethical, legal, social and governance issues of artificial intelligence in order to advise the Sector on policy formulation, project development, resources and best practices.
- Ensure technical backstopping for projects and events and provide technical support to colleagues, Field Offices and Institutes on the ethical, legal, social and governance issues of artificial intelligence, including on the implementation of the 2021 Recommendation on the Ethics of Artificial Intelligence.
- Research, recommend and contribute to the development and expansion of a knowledge base on the ethical, legal, social and governance issues of artificial intelligence, ensuring regular contributions to web and printed content and dissemination to colleagues and stakeholders. Carry out trend analysis and research and recommend particular courses of action based on findings.

**Network and Partnership:**

- Build, maintain, and enhance working relations with concerned United Nations agencies, relevant intergovernmental and non-governmental organizations, and national/local authorities.
- Liaise with internal and external stakeholders to discuss developments and exchange and archive ideas.
- Attend and participate in meetings, conferences, workshops and seminars to promote knowledge sharing and contribute to advocacy efforts, especially on the 2021 Recommendation on the Ethics of Artificial Intelligence.

**Resource mobilization:**

- Contribute to resource mobilization by playing an active role in funding and project proposal developments, submissions and follow-up.

**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 governance of artificial intelligence, ethical and social implications of artificial intelligence or digital technologies, law and technology, or other related fields.

### **Work Experience**

- A minimum of four years of relevant professional experience on the ethical, legal, social and governance issues of artificial intelligence and related digital technologies, of which preferably 2 years acquired at national and/or international level.
- Proven experience in conducting research and analysis and/or implementing programmes/projects on the ethical, legal, social and governance issues of artificial intelligence and related digital technologies, as well as standards related to these issues.

### **Skills and competencies**

- A very good understanding of the ethical, legal, social and governance issues of artificial intelligence and related digital technologies.
- Good analytical, organizational and project management skills.
- Excellent coordination and interpersonal skills.
- Good analytical skills with ability to undertake research including the collection and synthesis of information from various sources.
- Excellent written and oral communication skills, including the ability to prepare and present findings and recommendations on issues clearly and concisely.
- Good interpersonal skills, tact and diplomacy with ability to build and maintain effective partnerships at all levels.
- Ability to work effectively in a team and to maintain good working relations within a multi-cultural environment.
- Ability to work effectively under tight deadlines with minimal supervision.
- Good IT skills, including knowledge of standard office software.

### **Languages**

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

## **DESIRABLE QUALIFICATIONS**

### **Education**

- Advanced university degree (Ph.D. or equivalent) in the field of governance of artificial intelligence, ethical and social implications of artificial intelligence or digital technologies, law and technology, or other related fields.

### **Work Experience**

- Experience with inter-agency mechanisms of the United Nations System or other multilateral organizations on the ethical, legal, social and governance issues of artificial intelligence and/or other related frontier digital technologies.

### **Skills/competencies**

- Familiarity with UNESCO's intergovernmental processes and procedures

### **Languages**

- Knowledge of other official languages 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.*

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