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## PROGRAMME SPECIALIST (SOCIAL AND HUMAN SCIENCES)

Post Number : 5EGSHS0003RP

Grade : P-3

Parent Sector : Social and Human Sciences Sector (SHS)

Duty Station: Cairo

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) : 26-MAY-2022 (extended)

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, Social and Human Sciences (ADG/SHS), and the direct supervision of the Director of the UNESCO Cairo Office, the incumbent is responsible for implementing, monitoring and reporting on the sector's programmes and projects, focusing on the youth programme, in the countries covered by the Office, including regular and extra budgetary, projects and programmes and providing recommendations on project feasibility as well as identifying potential collaborations and ensuring regular communication and exchange amongst teams, colleagues, peers and stakeholders.

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:

**Programme and Project Work:**

- Implement, monitor, evaluate and report on projects and programmes, particularly the youth programme, assuming one or more thematic and/or focal responsibilities, including the creation and dissemination of publications and Toolkits. Provide programme and project support: develop proposals; define and revise project requirements and specifications; conduct feasibility studies and draft reports. Identify, propose and develop collaborative projects. Participate in C/5 and policy formulation discussions.
- Promote the SHS Flagships on the ethics of science and the recommendation on the Ethics of Artificial Intelligence; the Global Forum and Roadmap on Antiracism; the work on Youth, Sports and Management of Social Transformation (MOST) among others.
- Create synergies and partnerships with local actions to advance SHS work.

**Advice and Knowledge Management:**

- Provide advice to governments, peers, management and colleagues on a variety of subject specific items, such as tools, resources and policies.
- Maintain awareness of developments and advancements in areas of responsibility in order to advise governments, ministries and colleagues on policy formulation, project development, resources and best practices.
- Ensure technical backstopping for projects and events and provide technical support to colleagues relating to assignments and priorities.
- Research, recommend and contribute to the development and expansion of a knowledge base on the particular areas/themes of assignment, ensuring regular contributions to web and printed content and dissemination to colleagues, peers and stakeholders.
- Conduct trend analysis and research and recommend particular courses of action based on findings.

**Networking and Partnerships:**

- Liaise with internal and external stakeholders to discuss developments and exchange and archive ideas.

**Resource mobilization:**

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

**Administrative Support:**

- Ensure support to events and conferences either hosted by UNESCO or requiring UNESCO presence.

**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, Political Science, International Relations, or a related discipline.

**Work Experience**

- Minimum 4 years of progressive relevant professional experience in the area of social and human sciences or development cooperation in a related field at national level and, of which preferably 2 years acquired at international level.
- Proven experience in implementing programmes/projects and demonstrated expertise in one or more of the following thematic areas: the ethics of artificial intelligence and the ethics of science and technology, inequalities, social inclusion, intercultural dialogue, youth and sports.
- Experience in establishing and maintaining professional networks.
- Experience in fund-raising and other resource mobilization mechanisms and building partnerships.

### **Skills and Competencies**

- Good analytical, organizational and project management skills.
- Excellent coordination and interpersonal skills.
- Knowledge of results-based management.
- Capacity to build and maintain effective working relations with national/local authorities, relevant institutions, intergovernmental and non-governmental organizations.
- Proven ability to communicate and negotiate effectively and persuasively (orally and in writing) with various stakeholders at all levels, within and outside the organization.
- Ability to work effectively in a team and to maintain effective working relationships in a multicultural environment.
- Solid IT skills including knowledge of office software.

### **Languages**

- Excellent knowledge (written and spoken) of English and good knowledge of Arabic.

## **DESIRABLE QUALIFICATIONS**

### **Work Experience**

- Experience in the United Nations system or in international development cooperation.

### **Skills and competencies**

- Good knowledge of UNESCO's work, and familiarity with Social and Human Sciences Sector activities.
- Knowledge of the geopolitical context of the region.

### **Languages**

- Knowledge of other official language of UNESCO (Chinese, French, 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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