

Search by Keyword

Show More Options

Search by Location

Search Jobs

Clear

Select how often (in days) to receive an alert:

 Create Alert

Share this Job

Apply now »

SENIOR UN COORDINATION OFFICER

Post Number : 1USPAX0003RP

Grade : P-4

Parent Sector : Priority Africa and External Relations Sector (PAX)

Duty Station: New York

Job Family: External Relations

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) : 15-SEP-2022

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

OVERVIEW OF THE FUNCTIONS OF THE POST

The mission of the UNESCO New York Liaison Office (NYO) is to develop and maintain cooperation with the United Nations Secretariat, and the UN Agencies, Funds and Programmes.

The Liaison Office contributes to advancing UNESCO's priorities and programs at the United Nations and to ensuring the Organization's mandate is integrated in all UN activities.

The work of the Office includes: Institutional Representation; Advocacy and Outreach: Information analysis and brokering/interface: Developing and Building Partnerships.

Under the overall authority of the Assistant Director-General for Priority Africa and External Relations (ADG/PAX) and the direct supervision of the Director of the UNESCO Liaison Office in New York, the Senior UN Coordination Officer will contribute to strengthen UNESCO's cooperation with the United

Nations and UN Agencies, Funds and Programmes in New York.

In particular the incumbent will:

- Support the coordination of UNESCO's contribution to UN governing bodies, notably by following activities of the UN Security Council and related sub-committees, preparing reports and recommending follow-up actions on the nexus between peace and security and the development agenda.
- Follow peace and security and other political matters of relevance to UNESCO, in particular the work of the Security Council, and provide assistance to the Director in these areas; preparing briefings and strategic analysis for the senior management participation in UN governing bodies and other inter-agency mechanisms; ensure UNESCO's contribution to several crisis/emergency inter-agency mechanisms, including in particular the UN Crisis Management Team (CMT) and the Department of Political and Peacebuilding Affairs (DPPA) working groups related to conflict affected areas.
- Ensure liaison with the UN Secretariat, in particular the Department of Political and Peacebuilding Affairs (DPPA), and other related Offices Special Representative to the Secretary General on Children and Armed Conflict (SRSG/CAAC, etc.); prepare strategic notes and analysis on political matters of relevance to UNESCO for the Director and the senior management at Headquarters; facilitate contacts between Headquarters (with the Sector PAX in particular) and different departments of the UN Secretariat on the above peace and security matters.
- Support the Director for the liaison with Permanent Missions to the UN, in particular members of the Security Council; prepare meetings, briefing notes and ensure follow-up with Headquarters.
- Contribute to follow-up of activities with other UN Agencies, Funds and Programmes present in New York; including through the organization of joint activities (meetings, conferences, etc.). Process and prepare correspondence and speeches.

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)

Building partnerships (M)

Driving and managing change (M)

Leading and empowering others (M)

Making quality decisions (M)

Managing performance (M)

Strategic thinking (M)

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

REQUIRED QUALIFICATIONS

Education

- Advanced university degree (Master's degree or equivalent) in International Relations, Political Sciences, Law or in an other related field of Social Sciences.

Work Experience

- Minimum of seven (7) years of progressively responsible experience in the field of international relations, cooperation with Member States and/or the United Nations at Headquarters and field levels, of which preferably three (3) years acquired at international level.
- Solid experience of the United Nations system, its processes and governing bodies.
- Experience in working with Member States engagement and coordination.
- Experience in development of analytical and strategy documents and advice.

Skills & Competencies

- Knowledge and understanding of the diplomatic context of the UN System.
- Excellent interpersonal and communication skills (both oral and written) with internal and external stakeholders at all levels within and outside the Organization.
- Demonstrated analytical skills.
- Excellent drafting skills, including demonstrated ability to draft analytical notes.
- Excellent coordination, organization and planning skills.
- Proven ability to work effectively in a team and establish/maintain effective working relations in a multifunctional/multicultural environment, with sensitivity and respect for diversity.
- Sense of diplomacy, tact and discretion.

Languages

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

DESIRABLE QUALIFICATIONS**Work Experience**

- Experience in the UN System or other international organizations.
- Experience in political outreach, facilitation, analysis, advice and reporting.
- Experience in resources and partnership mobilization.

Skills & Competencies

- Knowledge of the Organization's mandate, vision, strategic direction and priorities.
- Familiarity with the work and general functioning of international organization and/or the UN system.
- Sound judgement and decision-making skills.
- Sound knowledge and understanding of current international affairs.

Languages

- Knowledge of another official language of UNESCO (Arabic, Chinese, Russian 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.

The approximate annual starting salary for this post is 131 396 US\$.

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

