

# ASSOCIATE PLANNING OFFICER

Post Number: BSP 078

Grade: P-2

Parent Sector: Bureau of Strategic Planning (BSP)

Duty Station: Paris

Job Family: Programme Coordination

Type of contract: Fixed Term

Duration of contract: 2 years, renewable

Recruitment open to: Internal and external candidates

Application Deadline (Midnight Paris Time): 31-JAN-2024

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

## OVERVIEW OF THE FUNCTIONS OF THE POST

One of the core functions of the Bureau of Strategic Planning (BSP) is to provide strategic and technical guidance and quality assurance for the preparation and timely publication of corporate reports that monitor global policy priorities and the impact of programme implementation. It coordinates the preparation of the Organization's Medium-Term Strategy (C/4), and its quadrennial programme implementation plan and biennial budget framework, i.e. the Programme and Budget (C/5).

Under the overall authority of the Director of the Bureau of Strategic Planning (DIR/BSP), and the direct supervision of the Chief of Section for Strategic Planning, Monitoring and Reporting (BSP/PMR), the incumbent will be responsible for providing professional, technical and coordination support and analysis to UNESCO's strategic planning, monitoring and results-reporting on UNESCO's Programmes and Budget to its governing bodies. Her/his work will contribute to innovative policy debates in support of the 2030 Agenda for Sustainable Development and its Sustainable Development Goals. In doing so, she/he will reinforce BSP's work to monitor and report on the impact of UNESCO's strategic priorities, policy development and programme activities across its field of competence through a "Delivery as One" approach.

Within this context, the incumbent will:

- Strategic Planning: Contribute to the elaboration of UNESCO's strategic objectives and assist in effective programme development and implementation, ensuring alignment with organizational goals and priorities.
- Monitoring and Reporting: Provide support to Programme Sectors and Field offices in order to collect and analyse quality data for the elaboration of evidence-based corporate results reports. Support the monitoring of the implementation of programmes, track progress in reporting and contribute to the development of monitoring and evaluation frameworks to assess the impact of UNESCO's initiatives.
- Planning, monitoring and reporting tools and systems: Contribute to the elaboration of technical guidance and liaise with related services to ensure continuous update of UNESCO's related tools and systems to ensure the provision of data and information in compliance with the decisions of UNESCO's governing bodies and alignment with UN practice.
- Data Analysis and Research: Contribute to data analysis to derive meaningful insights for decision-making and produce updated information about relevant trends, best practices, and innovations in the field of strategic planning and international development.

- Coordination and technical support: provide support to the organization of events and meetings with Member States and partners on programme implementation, emerging trends and strategic priority areas.

### **COMPETENCIES (Core / Managerial)**

Communication (C)

Accountability (C)

Innovation (C)

Planning and organizing (C)

Results focus (C)

Teamwork (C)

Knowledge sharing and continuous improvement (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 international relations, international law, business administration, or in other related areas.

#### **Work Experience**

- At least 2 years of relevant professional experience in strategic planning, monitoring and reporting, of which preferably 1 year acquired at international level.
- Experience in the use of reporting and monitoring tools and systems.
- Experience in the coordination and organization of meetings at the international level.

#### **Skills/Competencies**

- Proven coordination, organizational and analytical skills, including demonstrated ability to provide advice and analysis.
- Excellent communication and interpersonal skills, with the ability to work effectively in a multicultural environment.
- Strong analytical and problem-solving skills.
- Competency in advanced office software (databases, etc).
- Knowledge of the governance and decision-making processes of international organizations.
- Data and information technology management skills.

#### **Languages**

- Excellent knowledge of English or French and working knowledge of the other language.

### **DESIRABLE QUALIFICATIONS**

#### **Work Experience**

- Familiarity with UNESCO's mandate and goals, as well as knowledge of UNESCO's governance mechanisms, in particular its decision-making processes related to the Medium-Term Strategy (C/4) and Programme and Budget (C/5).
- Familiarity with the UN reform process.

### Skills/Competencies

- Knowledge of the functioning of the statutory organs of UNESCO (e.g., General Conference and Executive Board).
- Knowledge of budget planning, monitoring and reporting.

### Languages

- Knowledge of another official language 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.

The approximate annual starting salary for this post is 72 452 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*