

## **SSOCIATE PROGRAMME SPECIALIST (CULTURE)**

Post Number : CLT 010

Grade : P-2

Parent Sector : Culture Sector (CLT)

Duty Station: Paris

Job Family: Culture

Type of contract : Fixed Term

Duration of contract : 2 years, renewable

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 22-JAN-2024

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 main mission is to ensure the effective implementation and monitoring of the 2005 Convention on the Protection and Promotion of the Diversity of Cultural Expressions (hereafter 'the 2005 Convention') and the 1980 Recommendation concerning the Status of the Artist (hereafter 'the 1980 Recommendation'). 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 the collection, analysis and dissemination of all relevant information, statistics and good practices in the culture and creative sectors.

Under the overall authority of the Assistant Director-General for Culture, the general supervision of the Chief of the Diversity of Cultural Expressions Entity and the direct supervision of the Head of the Statutory Meetings and Research Unit, the incumbent participates in tasks required for the development, monitoring and evaluation of policy and research activities to promote the diversity of cultural expressions, in particular through the Parties' quadrennial periodic reports.

The incumbent also contributes to the implementation of initiatives related to UNESCO's 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 shall:

- Contribute to the design and implementation of knowledge production and knowledge management activities through participation in the monitoring tasks on Parties' quadrennial periodic reporting, in accordance with Articles 9 and 19 of the 2005 Convention and their Operational Guidelines. This includes research tasks to collect and analyse information, statistics and good practices from around the world in the fields of

cultural policies, cultural and creative industries and the role of culture in sustainable development.

- Participate in the preparation of a quadrennial global report on the implementation of the 2005 Convention and other knowledge and research products;
- Contribute to the work of the governing bodies to the Convention, including drafting working and information documents;
- Maintain relations with experts, and relevant institutions and UNESCO services to:

- i. successfully realize knowledge production and knowledge management activities;
- ii. gather and maintain accurate and up-to-date information and statistics to monitor issues relevant to the field of the diversity of cultural expressions that can serve as input to briefings, speeches, interviews, reports, recommendations, etc.;
- iii. Support the work of colleagues within the Entity and Culture Sector by providing and sharing information and data to support policy developments.

### **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 (Masters or equivalent) in the field of culture, political science, law, international relations, or related field.

#### **Work Experience**

- At least two (2) years of professional experience in cultural policy research and/or monitoring or a related field, of which preferably one year acquired at international level.

#### **Skills/Competencies**

- Strong research and analytical skills, in particular ability to collect and analyse information and data from various sources.
- Excellent written and oral communication skills, in particular the ability to collect, synthesize and communicate information and to write documents in a clear and precise manner.

- Strong planning and organizational skills; ability to establish priorities and to plan, coordinate and monitor own work plan; ability to work under tight deadlines as well as flexibility to adjust work schedules and priorities.
- Demonstrated ability to interact efficiently with a wide range of partners and stakeholders within and outside the Organization.
- Demonstrated ability to work in a team and to maintain effective working relationships in a multidisciplinary and multicultural environment.
- Strong IT skills, including the ability to use computerized systems and applications, as well as IT systems in view of document/publication production.

### Languages

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

## **DESIRABLE QUALIFICATIONS**

### Work Experience

- Experience in policy research and knowledge production activities in the fields covered by the 2005 Convention, namely cultural policies, cultural and creative industries and the role of culture in sustainable development.
- Experience in implementing monitoring and reporting mechanisms of international scope in the above-mentioned fields.

### Skills/Competencies

- Good knowledge of the culture conventions and programmes of UNESCO.
- Advanced knowledge of data processing and data analysis tools.

### Languages

- Knowledge of another/other official language(s) (Arabic, Chinese, Russian, Spanish) of UNESCO.

## **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 76 371 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.*

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