

ASSOCIATE PROGRAMME SPECIALIST (SOCIAL AND HUMAN SCIENCES)

Post Number : SHS 345

Grade : P-2

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, renewable

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 08-AUG-2023

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 (ADG/SHS), guidance from the Director for Social Policies and direct supervision of the Chief of the Section for Management of Social Transformations and Foresight, the Associate Programme Specialist will conduct research and socio-economic policy analysis, and contribute to the overall success of UNESCO's Management of Social Transformations programme. The Associate Programme Specialist, based at UNESCO Headquarters in Paris, works within the frameworks of UNESCO's Medium-Term Strategy (C/4), the approved Programme and Budget (C/5), and the 2030 Agenda for Sustainable Development.

Concretely, the Associate Programme Specialist shall undertake the following duties and responsibilities:

Programme and Project Support:

- Conduct high-quality research and analysis on socio-economic inequalities, other societal challenges such as the impact of climate change, demographic changes, and digitization, as innovative policy frameworks and solutions.
- Contribute to the substantive implementation of the Comprehensive Strategy 2022-2029 of the Management of Social Transformations (MOST) Programme and its Plan of Action, linking with leading institutions and experts within the pillars and thematic priorities of the MOST programme.
- Provide support to the Secretariat of the MOST programme through the monitoring, assessing and updating of its Plan of Action, producing statutory reports, and preparing consultations, MOST Intergovernmental Council (IGC) sessions, and MOST Scientific Advisory Committee (SAC) meetings.
- Draft technical and policy documents for consideration of the Section for Management of Social Transformation, as well as policy briefs, meeting materials and other communications aimed to technical and non-technical audiences.
- Contribute to the development and implementation of a communications strategy for the Section for Management of Social Transformations and Foresight.
- Assist with the advocacy of the MOST Programme at the international, regional and national levels.

- Establish stronger synergies between the MOST Programme and other Social and Human Sciences workstreams, other UNESCO international scientific programmes, and other UNESCO sectors.
- Contribute to documenting and maintaining the digital and shared institutional memory of the MOST programme.
- Support the coordination and work on the prizes and UNESCO chairs associated with the work of the Section for Management of Social Transformations and Foresight.

Research and Knowledge Management:

- Contribute to the content production of the MOST Programme through policy-oriented research, knowledge brokering, policy-relevant academic events, capacity-building, publications, and outreach initiatives within framework of the MOST Comprehensive Strategy 2022-2029.
- Support the enhancement of integrated social science analytical frameworks and innovative methodologies to improve understanding of the complex interaction contributing to different societal trends.
- Invest in personal and professional learning with respect to contemporary research in policy trends, maintaining personal knowledge and expertise.
- Seek, exchange, obtain and clarify input and information from other SHS Sections and from Members States.

Partnerships:

- Establish and maintain professional contacts with relevant external organizations and individuals.
- Research and identify potential partnerships and fundraising events, dialogues and other opportunities.
- Assist in resource mobilization for programmes and projects.
- Prepare briefings, statements, presentations, and reports.
- Support collaborative activities related to partnerships for colleagues at Headquarters, Field Offices and other Sectors.

COMPETENCIES (Core / Managerial)

Communication (C)

Accountability (C)

Innovation (C)

Knowledge sharing and continuous improvement (C)

Planning and organizing (C)

Results focus (C)

Teamwork (C)

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

REQUIRED QUALIFICATIONS

Education

- Advanced university degree (Master's or equivalent) in the social and human sciences or related field.

Work Experience

- Minimum two years of progressive relevant professional experience in the area of the social and human sciences or related field, of which preferably one year acquired at international level.
- Experience liaising and collaborating with stakeholders.

Skills and competencies

- Capacity to build and maintain effective working relations with national/local authorities, relevant institutions, and intergovernmental and nongovernmental organizations, including through networking.
- Excellent written and oral communication skills, in particular the ability to collect, synthesize and analyze information from various sources and on this basis, draft working and information documents in a clear and concise manner.
- Capability to provide quality and timely support and services.
- Good interpersonal skills and ability to work in a multicultural team with sensitivity and respect for diversity.
- Good IT skills, including knowledge of standard office software (i.e. Microsoft Office).

Languages

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

DESIRABLE QUALIFICATIONS

Work Experience

- Demonstrated experience in international cooperation programmes.

Skills and competencies

- Familiarity with the work and general functioning of international organizations, the United Nations System or multilateral institutions/organization settings.

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 77 127 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.