

HEAD OF UNIT (CULTURE)

Post Number : CLT 266

Grade : P-4

Parent Sector : Culture Sector (CLT)

Duty Station: Paris

Job Family: Culture

Type of contract : Fixed Term

Duration of contract : 2 years

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 13-FEB-2023

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 of the Culture Sector promotes the diversity of cultural expressions and the creative economy as vectors for sustainable development. Its mission is to ensure the effective implementation and monitoring of the 2005 Convention on the Protection and Promotion of the Diversity of Cultural Expressions and the 1980 Recommendation concerning the Status of the Artist. 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 knowledge sharing and data collection, analysis, and distribution.

Under the overall authority of the Assistant Director-General for Culture (ADG/CLT) and the direct supervision of the Chief of the Diversity of Cultural Expressions Entity, the incumbent will be responsible for the design and implementation of the Entity's international cooperation and assistance programmes, including the International Fund for Cultural Diversity (IFCD).

As the Head of the Programmes and Stakeholders Outreach Unit (DCE/PO), she/he will supervise staff and provide day-to-day oversight of their work.

Within this context, the incumbent will:

- Lead a team to manage and implement operational programmes on the 2005 Convention and the 1980 recommendation concerning the Status of the Artist providing technical and financial assistance to governments around the world to develop, monitor and evaluate cultural policies to promote the diversity of cultural expressions.
- Develop new relevant programmes in the field of cultural and creative industries and contribute to resource mobilization, including the development of partnerships in coordination with the Executive Office of the Culture Sector.
- Manage the International Fund for Cultural Diversity (IFCD), including overseeing its calls for funding, implementing its fundraising and communication strategy, and supervising the monitoring of funded projects, impact evaluations.
- Develop and implement a global stakeholder outreach strategy targeting public institutions, civil society, and the private sector working in the cultural and creative industries as well as related UNESCO Chairs and Category II Centers, and contribute to building synergies with other international organizations working in the fields of cultural and creative industries and that promote the role of culture for sustainable development.
- Design and implement knowledge management tools, including the organization of different events for sharing and celebrating creativity and the diversity of cultural expressions around the world.

- Provide substantive input to implement programmes and projects related to the overall objectives of the 2005 Convention, UNESCO global priorities and transversal issues in line with the priorities of the Culture Sector.
- Formulate strategies and develop project proposals and workplans to mobilize voluntary contributions.

COMPETENCIES (Core / Managerial)

Communication (C)

Accountability (C)

Planning and organizing (C)

Results focus (C)

Teamwork (C)

Professionalism (C)

Strategic thinking (M)

Making quality decisions (M)

Building partnerships (M)

Driving and managing change (M)

Knowledge sharing and continuous improvement (C)

Innovation (C)

Leading and empowering others (M)

Managing performance (M)

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

REQUIRED QUALIFICATIONS

Education

- Advanced University degree (Master's degree or equivalent degree) in the field of cultural policies and/or cultural industries or related area.

Work Experience

- Minimum of 7 years of progressively responsible relevant professional experience in the field of cultural policies and/or the cultural and creative industries, of which at least 3 years acquired preferably at international level, particularly in a multicultural environment.
- Proven experience in designing and implementing cultural policies and/or cultural industry related policies, programmes and projects.
- Proven experience in fundraising and resource mobilization.
- Proven experience in establishing and maintaining professional networks and partnerships between governmental, civil society and private sector stakeholders in the field of culture and/or cultural industries.
- Experience in management of staff and budget.

Skills and competencies

- Strong analytical, problem solving, organizational and coordination skills.
- Excellent capacity to collect, synthesize and analyze information from various sources and to write documents in a clear and concise manner.
- Ability to manage heavy workload and to work under pressure, with capacity for accuracy, paying close attention to detail and quality of work.
- Excellent interpersonal skills with ability to maintain effective working relations within a multicultural environment.
- Good IT skills, including good knowledge of standard office software.

Languages

- Excellent knowledge of either English or French and good knowledge of the other language is an asset.

DESIRABLE QUALIFICATIONS

Education

- Advanced University degree (PhD) in the field of cultural policies and/or cultural industries, or related field.

Work Experience

- Experience within a developing country in the national or regional implementation of cultural industry programmes.
- Professional experience in the United Nations System and/or in the field of international relations and diplomacy, multilateral cooperation and development.

Skills and Competencies

- Good knowledge of UNESCO's standard setting instruments and programmes in the field of culture and knowledge of the 2005 Convention on the Protection and Promotion of the Diversity of Cultural Expressions and the 1980 Recommendation concerning the Status of the Artist.
- Proven knowledge and expertise in designing global programmes, multi-stakeholder processes, knowledge exchange and networked relations with civil society operators from different regions.
- Familiarity with the work and general functioning of international organizations and/or the UN System, including the 2030 Agenda for Sustainable Development.
- Competence in advanced office software (database, etc.).
- Skills in advanced office software (database, etc.).

Languages

- Knowledge of other/another official language(s) 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 114 763 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.