

MLPP 2023_PARTNERSHIP SPECIALIST

Post Number : MLPP 2023_BSP 320

Grade : P-3

Parent Sector : Bureau of Strategic Planning (BSP)

Duty Station: Paris

Job Family: External Relations

Type of contract : Fixed Term

Duration of contract : 2 years, renewable

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 21-NOV-2023

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

This position is part of the Mid-Level Professionals Programme (MLPP). We strongly encourage applicants from non- and under-represented Member States to apply.

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Director of the Bureau of Strategic Planning, guidance from the Director of the Division for Partnerships, and the direct supervision of the Chief of the Unit for Civil Society Partnerships, the Partnership Specialist will build and mobilize partnerships with non-governmental organizations (NGOs) and other civil society organizations (CSOs) and constituencies to foster their involvement in UNESCO's programme, initiatives and activities.

The incumbent will:

- Maintain and reinforce cooperation with UNESCO's official networks of civil society organizations, in line with the relevant Directives, rules and procedures, including:
 - Act as a focal point for specific portfolios of non-governmental organizations in official relations with UNESCO; coordinate, plan and ensure their follow-up and evaluation.
 - Provide support, advice and guidance to Programme Sectors, field offices and Cat. I Institutes on partnering with non-governmental organizations and their official networks as well as the identification of relevant NGO partners to foster their better involvement in UNESCO's programmes and activities.
 - Provide information, guidance and technical support to NGOs in their cooperation with UNESCO and encourage their participation in programme execution.
 - Analyze and evaluate as required new applications for admission to official partnership from NGOs and official relations from foundations, in conjunction with programme sectors, field offices and National Commissions for UNESCO, as appropriate.

- Contribute to fostering civil society engagement in support of UNESCO's priorities and to deepen and expand the network of CSOs in partnership with the Organization:

- Conceptualize and organize events and initiatives, develop communication tools and suggest new ways of communicating to strengthen the collaboration with CSOs in partnership with UNESCO;
 - Proactively identify opportunities with new NGOs and CSOs, develop new partnerships and expand existing partnerships;
 - Deepen collaboration on common priorities, in coordination with relevant Programme Sectors and Field Offices.
 - Contribute to the organization and smooth functioning of the International Conference of NGOs.
- Provide technical expertise and organizational support to the NGO-UNESCO Liaison Committee in the realization of its programme, and nurture collective cooperation and engagement of NGO partners on priority issues of the Organization.
- Provide functional support and technical expertise in the overall implementation of the Unit's programme, including:
 - Produce briefings, speeches/talking points, correspondence and advice concerning cooperation with NGOs and foundations in official relations.
 - Prepare statutory documents for the Executive Board and General Conference linked to non-governmental partners.
 - Provide information and advice to Member States on cooperation with non-governmental partners, including through the establishment and maintenance of appropriate communication tools as well as collection of relevant data.
 - Undertake other relevant tasks, as required.

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 (Master's or equivalent) in International Relations, Political Sciences, or other related fields.

Work Experience

- A minimum of 4 years of relevant professional experience in the civil society partnership development, of which at least 2 years preferably acquired at international level.
- Proven track record of successfully engaging and building partnerships with NGOs and civil society organisations.
- Experience in developing innovative communication tools.

Skills/Competencies

- Excellent oral and written communication skills and ability to advocate and exchange with internal and external stakeholders.
- Ability to oversee projects effectively, including planning and execution.
- Proven analytical skills including demonstrated ability to provide advice and analysis.
- Ability to produce quality briefings and analytical documents.
- Strong interpersonal and negotiation skills.
- Proven ability to work effectively in a team in a multicultural environment.
- Sense of diplomacy, tact and discretion.

Languages

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

DESIRABLE QUALIFICATIONS

Work Experience

- Experience in international relations and diplomacy, as well as multilateral cooperation and development.

Skills/Competencies

- Expertise in using communication tools, particularly online, to strengthen partnerships.

Languages

- Knowledge of another UNESCO official language (Arabic, Chinese, Russian, Spanish) is an asset.

Would you like to find out more about the **Mid-Level Professionals Programme**? Join us on **26 September at 1:30 pm (CEST)** for a virtual careers fair.

Register for the event click [here](#)

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 97 784 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.