

STRATEGY AND POLICY DEVELOPMENT SPECIALIST

Post Number: BSP 057

Grade: P-4

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): 25-AUG-2023

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 support and guidance for the preparation and publication of strategic policy documents that inform global corporate policy priorities and monitor the impact of programme implementation. It coordinates the preparation of the Organization's Medium-Term Strategy (C/4) and its quadrennial Programme (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 support strategic planning to address emerging contemporary issues and provide senior level guidance and support to the elaboration of the Organization's main strategic programming, monitoring and reporting documents.

The incumbent works, as relevant, with UNESCO's Programme Sectors, Field Offices and Category 1 Institutes to support programme design and monitor programme implementation, including intersectoral programmes, global and other cross-cutting priorities, flagship programmes and other key initiatives, to generate evidence to determine impact that can inform new thinking on programming approaches to the fields within UNESCO's mandate and make process improvements. In doing so, the incumbent contributes to the elaboration of knowledge management tools, resources and guidelines to collect and analyse data and information required for strategic policy and trend analysis, improved monitoring, quality and nuanced reporting.

Through stakeholder outreach and dialogue activities, the incumbent will connect and build synergies within the Organization, with Member States and the full range and diversity of the Organization's stakeholder groups and contribute with new thinking to further transversal approaches across UNESCO's mandate.

Within this context, the incumbent will:

- Provide high-level guidance and support for the preparation and formulation of key strategic planning documents of the Organization, including the Medium-Term Strategy (C/4) and the Programme and Budget (C/5), contributing to the definition of future orientations of the programme and priorities of the Organization.
- Provide strategic guidance and support to Programme Sectors, Field Offices and Category 1 Institutes for the improvement of workplan design and programme implementation monitoring, including through data analysis and the development of relevant guidelines and tools.
- Provide analytical support for the preparation of timely and high-quality corporate reporting to UNESCO's Governing Bodies and Member States on the implementation of

the approved Programme and Budget (C/5) and decisions of UNESCO's Governing Bodies, aligned with UNESCO's global and cross-cutting priorities, as well as internationally agreed development goals and frameworks; and provide support for the development of innovative methodologies for the elaboration of quadrennial strategic results reports.

- Provide coordination and decision-making support to relevant internal house-wide programme committees and other intersectoral related platforms and review committees, including notably Category 2 Centres (C2C), bringing together the results of programmes as well as best practices in order to renew approaches and adapt programming.
- Contribute to the organization of events and meetings with Member States and partners on programme implementation, emerging trends and strategic priority areas in the fields of competence of the Organization to support advocacy, outreach and resource mobilization efforts.

COMPETENCIES (Core / Managerial)

Communication (C)

Accountability (C)

Innovation (C)

Planning and organizing (C)

Results focus (C)

Teamwork (C)

Making quality decisions (M)

Strategic thinking (M)

Building partnerships (M)

Knowledge sharing and continuous improvement (C)

Professionalism (C)

Driving and managing change (M)

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 or equivalent) in Development Studies, Economics, Management, International Relations or other fields of competence of UNESCO

Work Experience

- At least 7 years of progressively responsible and relevant professional experience in the area of strategic planning, of which preferably 3 years acquired at international level.
- Demonstrated experience in programme coordination and management.
- Robust knowledge of programme implementation monitoring and reporting techniques.
- Experience in drafting statutory reports for submission to governing bodies of international organizations.
- Experience in knowledge management and data analysis.
- Experience in outreach activities and partnerships and network building.
- Demonstrated knowledge of the governance and decision-making processes of international organizations.

Skills and Competencies

- Ability to identify key strategic issues, objectives, opportunities and risks.
- Proven ability to produce high quality, analytical and impact-oriented strategic documents and reports.

- Excellent coordination, interpersonal and negotiation skills with diverse stakeholders.
- Ability to work in a team and to maintain effective working relationships in a multi-cultural environment.
- Networking and advocacy skills, with a sense of diplomacy.
- Ability to effectively manage competing deadlines
- Excellent data analysis and information technology management skills.

Languages

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

DESIRABLE QUALIFICATIONS

Education

- Advanced university degree (Ph.D.) in the field of international development or a related area.

Work Experience

- Familiarity with UNESCO's programmes and programme management cycles in addition to the management and governance of UNESCO's Category 1 Institutes and Category 2 Centres.
- Experience in programme management within a developing country in UNESCO's related areas of work.
- Familiarity with 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.
- Experience in s