

ASSOCIATE PROGRAMME SPECIALIST (CULTURE)

Post Number : CLT 387

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) : 16-JAN-2025

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

OVERVIEW OF THE FUNCTIONS OF THE POST

The aim of UNESCO's Culture and Emergencies (CEM) Entity, through its Emergency Operations and Programme (EOP) Unit, is responsible for the implementation of UNESCO's culture programme in emergencies, capacity building for preparedness, deploying operational actions for response, recovery, and reconstruction, managing of the cultural heritage monitoring platform in emergencies. The EOP Unit also steers and coordinates UNESCO's Museums Programme in line with the Recommendation concerning the Protection and Promotion of Museums and Collections, their Diversity and their Role in Society (2015). It will ensure the Entity's contribution to UNESCO's programmes in support of global priorities and transversal.

Under the overall authority of the Assistant Director-General for Culture (ADG/CLT), the general supervision of the Director of Culture and Emergencies Entity (DIR/CEM), and the direct supervision of the Head of Emergency Operations and Programmes Unit (CLT/CEM/EOP), the incumbent shall contribute to the implementation of the 2015 Recommendation by developing, managing and evaluating the complementary research activities and the UNESCO normative instruments in the field of Culture by contributing to the formulation of strategies for its synergistic implementation.

The incumbent shall also contribute to the implementation of initiatives related to global priorities (Africa and Gender Equality), priority groups and transversal thematic areas, such as Culture and Education, Culture and Climate Change, Indigenous Peoples, SIDS, and Youth.

In particular, the incumbent shall:

- Contribute to the monitoring of the implementation of the 2015 Recommendation and the UNESCO Global Report on Cultural Policies, notably: support in monitoring the implementation of the 2015 Recommendation; draft working and information documents for UNESCO's governing bodies to ensure the follow-up to their decisions and recommendations; maintain relations and provide backstopping of and information to Field Offices and other Convention Stakeholders in the promotion and implementation of the 2015 Recommendation.

- Provide substantive and organizational support for the development of programmes to operationalize the principles of the 2015 Recommendation at the country level. Contribute to the development of cooperation and synergies with the relevant international and regional institutions on the development of the necessary programmes, educational resources and tools to:

- Assist and advise Member States on the updating of related policies and applications of the Recommendation;
- Promote museums' role in society as spaces for reflection and debate on historical, social, cultural and scientific issues, fostering education, social cohesion, respect for diversity, human rights, and gender equality.
- Promote the integration of the principles of applicable international instruments for the protection and promotion of (both tangible and intangible) cultural and natural heritage, including the fight against illicit trafficking of cultural property, as well as return and restitution.
- Promote the compilation of inventories based on international standards and the digitization of museum collections.
- Promote the use of new technologies and Artificial Intelligence to facilitate the management of the museum collections and access to them.

- Contribute to the design and implementation of operational projects and activities concerning museums, notably in situations of emergencies.

- Support the implementation of the 2015 Recommendation stakeholder outreach strategy and advocacy in cooperation with public and private stakeholders by providing inputs to briefings, speeches, interviews, reports responding to the information requested on the Recommendation's operational activities as well as supporting inter-organizational expert meetings and in which museums related topics are addressed; contribute to the sector's resource mobilization strategy, including voluntary contributions for programmes and projects in line with the priorities of the Entity.

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 degree or equivalent) in the field of culture, humanities, or a related field.

Work experience

- A minimum of two (2) years of professional experience in managing cultural cooperation development projects in the field of in the field of culture, international development or related field, of which preferably one (1) year acquired at international level.

Skills/Competencies

- Strong project management and analytical skills, including the drafting of documents and reports.
- Outstanding organizational, planning, coordination and multi-tasking skills, with a proven ability to manage a heavy workload, to work under pressure and to meet tight deadlines.
- Ability to establish, maintain and enhance effective and professional relationships with a wide range of stakeholders, understand their needs and build trust in long-term working relationships.
- Ensuring confidentiality, discretion, tact and diplomacy.
- Excellent interpersonal skills and the ability to work effectively in a team and in a multi-cultural environment.
- Good knowledge of IT skills (Microsoft Word, Excel, Intranet, Internet, etc.).

Languages

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

DESIRABLE QUALIFICATIONS

Work experience

- Work experience at an international organization or United Nations agency.
- Experience in implementing and monitoring programmes and/or projects related to culture, museums or related area.

Skills/Competencies

- Good knowledge of UNESCO Culture Conventions and its programmes.
- Knowledge of the UNESCO Recommendation concerning the Protection and Promotion of Museums and Collections, their Diversity and their Role in Society (2015).

Languages

- Knowledge of another/other official UNESCO language(s): Arabic, Chinese, Russian 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 79, 192 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.

Please note that UNESCO is a non-smoking Organization.