

CHIEF OF SECTION (RELATIONS WITH AFRICAN MEMBER STATES & REGIONAL ORGANIZATIONS) (RE-ADVERTISEMENT)

Post Number : PAX 008

Grade : P-5

Parent Sector : Priority Africa and External Relations Sector (PAX)

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) : 26-AUG-2024

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

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the authority of the Assistant Director-General for Priority Africa and External Relations (ADG/PAX) and the direct supervision of the Director for Priority Africa Coordination Division (DIR/PAX/AFR), the incumbent will coordinate relations with African Member States and Regional Organizations in Africa. The incumbent will closely follow relevant national/regional developments and prepare the necessary briefings (Regional Desk for Africa) and will also ensure coordination and monitoring of UNESCO's Global Priority Africa, including its Operational Strategy, with internal and external stakeholders, and will actively contribute to the development of partnerships to support it.

In particular, the incumbent will:

- Provide leadership and backstopping as regards overall relations and cooperation with African Member States and Regional African Organizations, by ensuring strategic and programmatic support, as well as providing high-level briefings and guidance to senior management for their audiences with Member States, Heads of States and Government and other senior officials at UNESCO Headquarters, and during senior management official visits to African countries or participation in high-level events.
- Coordinate, monitor and track the implementation of Global Priority Africa and its Operational Strategy for Priority Africa, in order to achieve clear and measurable results, while ensuring cooperation with Member States, Programme Sectors, Central Services, Field Offices and other stakeholders, as well as the preparation of statutory documents on Global Priority Africa, including the mid-term and final evaluations of the Operational Strategy and the follow-up of related recommendations.
- Develop and implement strategies to mobilize support by multilateral and regional partners, Member States, funding institutions and other groups, including private sector and civil society, in and outside the Africa region, towards the implementation of Global Priority Africa and its Operational Strategy.
- Strengthen in close cooperation with the UNESCO Liaison Office in Addis Ababa (Ethiopia) and UNESCO Regional Offices in the Africa region, the working relationships with the African Union, the Regional Economic Communities and organizations for regional integration, as well as South-South and triangular cooperation, in view of joint actions in agreed priority areas and joint advocacy towards partners.
- Produce regular and timely statutory reports on Global Priority Africa for UNESCO Governing bodies, as well as strategic notes and briefings for Senior management, ensuring efficient

follow-up of the Executive Board and the General Conference decisions on Priority Africa, in close coordination with Member States and senior management.

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)

Leading and empowering others (M)

Making quality decisions (M)

Managing performance (M)

Strategic thinking (M)

Building partnerships (M)

Driving and managing change (M)

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

REQUIRED QUALIFICATIONS

Education

- Advanced university degree (Master's or equivalent) in the field of international relations, political sciences, social sciences, or other related areas.

Work Experience

- At least ten (10) years of progressively relevant professional experience, at the appropriate management level, in the field of external relations, diplomacy, or related fields, of which preferably five (5) years acquired at international level, within the UN system, other international, national or private sector institutions.
- Extensive experience in diplomatic work or development issues related to UNESCO's areas of competence, including building and maintaining strategic relations with international organizations, regional organisations.
- Experience in the field of international relations and diplomacy, multilateral cooperation and management.
- Experience in advocacy, resource mobilization and partnership creation, notably at the international level.
- Experience in leading, managing and motivating teams of professionals.

Skills & Competencies

- Commitment and knowledge of the Organization's mandate, vision, strategic direction and priorities.
- Proven capacity to produce high-quality and policy-oriented analytical reports and recommendations in the areas of competence of the Organisation.
- Excellent coordination and interpersonal skills.

- Proven ability to work collaboratively and to build relationships with diverse groups of organizations and individuals, relevant institutions, and intergovernmental and non-governmental organizations, including through networking.
- Proven ability to communicate, advocate, and negotiate with colleagues, staff and stakeholders at all levels within and outside the Organization.
- Demonstrated analytical, drafting and organizational skills, including in providing high-level and strategic advice to senior management, in establishing plans and priorities, and in implementing them effectively, as well as in devising implementation plans.
- Proven skills in administration and management of financial and human resources.
- Ability to work in a team and to maintain effective working relationships in a multi-cultural environment.
- High sense of objectivity and professional integrity, diplomacy, tact and political astuteness.

Languages

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

DESIRABLE QUALIFICATIONS

Education

- Courses/degree/training in a field related to the post.

Work Experience

- Experience in conducting dialogue with representatives of Member States.
- Senior-level assignments at the international level and/or within the United Nations system.
- Demonstrated experience of management at the international level.
- Professional experience gained in multicultural working environments.

Skills & Competencies

- Familiarity with the work and general functioning of international organizations and/or the UN System.
- Broad general culture and geopolitical knowledge of the Africa region.
- Strong diplomatic skills and a sense of strategic negotiation.
- Sound judgement and decision-making skills.

Languages

- Knowledge of another official language of UNESCO (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 149 946 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.