

HEAD OF UNIT (PARTICIPATION PROGRAMME)

Post Number : PAX 322

Grade : P-4

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) : 13-JAN-2025

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

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Assistant Director-General for Priority Africa and External Relations (ADG/PAX) and of the Director of External Relations Division (DIR/PAX/DRX), and the direct supervision of the Chief of the Section for Relations with Member States (PAX/DRX/RMS), the incumbent will manage UNESCO's Participation Programme (PP). This will include building up a partnership strategy with Member States and partners as well as advocating for UNESCO's Major Programmes and strengthening UNESCO's visibility.

In particular, the incumbent will perform the following tasks:

- Advise the Assistant Director-General for Priority Africa and External Relations (ADG/PAX), the Director of External Relations Division (DIR/DRX), and the Chief of the Section for Relations with Member States (PAX/DRX/RMS) in the execution of the Participation Programme and in carrying out the decisions of the Director-General and the Governing Bodies on this Programme; Conceptualize an overall strategy to strengthen cooperation with Member States and partners and liaise actively with all concerned stakeholders and notably National Commissions for UNESCO and Permanent Delegations to UNESCO as well as within the Secretariat, Field Offices and official partners.
- Organize, plan, coordinate and supervise the work of the Participation Programme Unit (PAX/DRX/PPU) through appropriate policy guidance and advice; Ensure efficient and transparent management of the Participation Programme in strict conformity with the relevant resolutions, decisions, and established rules and regulations.
- Prepare the required statutory documents on the Participation Programme implementation for the Governing Bodies in conformity with the resolution on the Participation Programme as well as other correspondence, information notes, briefings on politically sensitive issues and statistical analyses concerning the Participation Programme.
- Propose and ensure the implementation of new strategic and practical changes to further strengthen both the evaluation and approval process of the Participation Programme; Manage these processes in close liaison with the PP focal points within the Secretariat and particularly Programme Sectors, central services and Field Offices in order to ensure efficient and successful implementation of the Participation Programme.
- Advocate for UNESCO's Participation Programme projects with key stakeholder groups as to give UNESCO's activities and priorities increased and more positive visibility in Member States; Maintain constructive relations with the civil society representatives and particularly the NGOs in official partnership with UNESCO in facilitating the approval of their requests under the

Participation Programme for the benefit of the priority groups of countries as stipulated in the relevant Resolution of the General Conference.

- Act as UNESCO's focal point for the Participation Programme in relations with Member States, ensuring the exchange of relevant information and follow-up of programme implementation.

COMPETENCIES (Core / Managerial)

Accountability (C)

Communication (C)

Innovation (C)

Knowledge sharing and continuous improvement (C)

Planning and organizing (C)

Professionalism (C)

Results focus (C)

Teamwork (C)

Building partnerships (M)

Driving and managing change (M)

Leading and empowering others (M)

Making quality decisions (M)

Managing performance (M)

Strategic thinking (M)

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

REQUIRED QUALIFICATIONS

Education

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

Work Experience

- At least seven (7) years of progressively responsible relevant professional experience in the field of coordination, planning, monitoring, diplomacy or international relations, or related field, of which preferably three (3) years acquired at international level.
- Experience in development of analytical and strategic documents and advice.
- Experience in leading, managing and motivating staff and teams.

Skills & Competencies

- Knowledge of and commitment to the Organization's mandate, vision, strategic direction and priorities.
- Sense of objectivity and professional integrity, diplomacy, tact and discretion.
- Demonstrated strategic planning and management abilities, including capacity to administer extensive programmes and financial resources.
- Excellent organizational and coordination skills,
- Excellent oral and written communication skills, with proven ability to prepare and draft high quality documents and briefings/reports.

- Demonstrated analytical skills, including in providing strategic advice to senior management, in establishing plans and priorities, and in implementing them effectively, as well as in devising implementation plans.
- Ability to work in a team and to establish/maintain positive and effective working relationships in a multi-cultural environment, as well as to ensure a high-level coordination and cooperation with internal and external stakeholders.
- Strong IT skills, including the ability to use computerized systems and applications, as well as IT systems in view of document/publication production.

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.
- Experience in developing, implementing, or evaluating policies/programmes/projects at senior level.

Skills & Competencies

- Familiarity with the work and general functioning of international organizations and/or the UN system.
- Knowledge and understanding of current international affairs.
- Sound judgement and decision-making skills.
- Excellent proof-reading skills.

Languages

- Knowledge of another official languages 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 122 716 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