

PROGRAMME SPECIALIST (SOCIAL AND HUMAN SCIENCES)

Post Number: SHS 385

Grade: P-4

Parent Sector: Social and Human Sciences Sector (SHS)

Duty Station: Paris

Job Family: Social and Human Sciences

Type of contract: Fixed Term

Duration of contract: 2 years, renewable

Recruitment open to: Internal and external candidates

Application Deadline (Midnight Paris Time): 04-NOV-2024

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

The United Nations Educational, Scientific and Cultural Organization (UNESCO) contributes to peace and security by promoting international cooperation in education, natural sciences, social and human sciences, culture, and communication and information. UNESCO promotes knowledge sharing and the free flow of ideas to accelerate mutual understanding and a more perfect knowledge of each other's lives. The Organization comprises 194 Member States and 12 Associate Members and employs over 2,300 staff members from 170+ nationalities at its Headquarters and 54 field offices worldwide.

This position is located in UNESCO's Social and Human Sciences Sector (SHS), which strives to accomplish a fundamental humanist mission by enhancing efforts against violence, racism and discrimination, combatting gender stereotypes, deploying the power of sports for social inclusion, promoting intercultural dialogue and supporting youth, women and people with disabilities. SHS collaborates with Member States to protect scientists and trust in science through UNESCO's 2017 Recommendation on Science and Scientific Researchers, and enhance the science-policy nexus via the Management of Social Transformation (MOST) Programme.

SHS also focuses on fostering inclusive societies and ensuring the ethical development of emerging technologies, including Artificial Intelligence (AI), in line with UNESCO's Recommendation on the Ethics of AI. This global standard aims to leverage the positive impact of AI while addressing its inherent risks. Getting AI governance right is one of the most consequential challenges of our time, and countries around the world are now in the process of implementing the Recommendation, with UNESCO supporting them through various capacity-building efforts.

The incumbent will work under the overall authority of the Assistant Director-General for the Social and Human Sciences Sector (ADG/SHS), supervision from the Director for Social Policies (DIR/SOP) and direct management of the Chief of Section for the Management of Social Transformations (SHS/SOP/MOST). He/she is responsible for ensuring the development and delivery of a wide spectrum of programmes and project activities within the frameworks of UNESCO's Medium Term Strategy (C/4s), the approved Programme and Budget (C/5) and the Comprehensive Strategy of the Management of Social Transformations (MOST) Programme for 2022-2028).

The successful candidate will ensure the development of programmes, projects and activities within the 2022-2028 Comprehensive Strategy of the Management of Social Transformations (MOST) and he/she will be responsible for the following:

- Ensure UNESCO's positioning in this field and enable UNESCO to deploy, advance and oversee the work on Foresight and Futures Literacy, such as with the community of UNESCO Chairs in Futures Studies/Futures Literacy as well as other relevant networks that create and apply anticipatory systems and processes, including working with Member States for this purpose.
- Facilitate UNESCO-wide integration of Foresight and Futures Literacy into the activities of the Organization and contribute to embedding Futures Literacy in the UN system.
- Organize reflection and research at a highly advanced level on Foresight and other topics relevant to the MOST Section and the Social and Human Sciences Sector, making contributions to the field through publications, presentations and the design of activities.
- Direct the design, implementation, monitoring and evaluation of work plans and activities, ensuring the continuous reporting and optimization of resources, including additional extra-budgetary funding.
- Participate in and/or lead other actual or future work streams of the MOST Section as required.
- Provide administrative leadership including the management of staff, consultants and interns assigned; identification of needs; selection of appropriate candidates; definition of priorities and agendas; and supervision of administrative processes (contracts, travel, publications, and reporting) to ensure effective delivery.
- Build robust substantive, programmatic and strategic synergies of the work stream with the MOST Programme, including on its thematic priorities of inequality reduction, green and fair transition, and the use of science in policy-making.
- Work on and contribute to the UNESCO Secretariat of the MOST intergovernmental Programme, including its governing bodies, Scientific Advisory Council and statutory business.
- Fundraise and expand the programmatic portfolio in the areas of assignment and the MOST Programme.
- Advocate for and provide high-quality technical support and policy advice to the Member States and relevant MOST stakeholders in the areas of assignment.

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)

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) in the field of social sciences, economics, public policy or other relevant fields.

Work Experience

- At least 7 years of progressive relevant professional experience in pertinent occupations for the position (research, public policy, international affairs and others), of which preferably 3 years acquired at the international or multilateral level.
- Experience with foresight, anticipation, futures studies and their application.
- Experience in designing, implementing, and coordinating strategies, programmes and projects in fields pertinent to the position, including foresight and futures literacy.
- Proven experience in the provision of technical advice and policy support, pertaining particularly to social outcomes and bridging the science policy nexus.
- Proven track record in fundraising and other resource mobilization mechanisms.

Skills and competencies

- Good knowledge of UNESCO's work and familiarity with the substance of the work done in SHS
- Good analytical, organizational and project management skills.
- Recognized scientific writing and critical thinking competencies.
- Capacity to build and maintain effective working relations with national/local authorities, relevant institutions, intergovernmental and non-governmental organizations, including through networking.
- Proven ability in programme management, including the monitoring and reporting of programme activities and related financial and substantive aspects;
- Excellent coordination and interpersonal skills.
- Ability to participate effectively in high-level negotiations with internal and external partners.
- Excellent written and oral communication skills, including the ability to prepare and present findings and recommendations on issues clearly and concisely;
- Ability to manage and motivate staff and teams and to maintain effective working relationships in a multicultural environment.

Languages

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

DESIRABLE QUALIFICATIONS

Education

- Advanced university degree (Ph.D. or equivalent) in the field of social sciences, economics, public policy or other relevant fields

Work Experience

- Experience in UNESCO's Programmes and/or normative tools in the field of social and human sciences.
- Experience with the United Nations System, multilateral settings/cooperation and development.
- Experience with inter-agency mechanisms of the United Nations System.
- Experience working with an Enterprise Resource Planning system (ERP).

BENEFITS AND ENTITLEMENTS

The approximate annual starting salary for this post is 126 891 US \$.

For full information on benefits and entitlements, please consult our [Guide to Staff Benefits](#).

UNESCO's salaries are calculated in US dollars. They consist of a basic salary and a post adjustment, which reflects the cost of living in a particular duty station, as well as exchange rates. Other benefits include: 30 days annual leave, family allowance, home travel, education grant for dependent children, pension plan and medical insurance.

More details can be found on the [ICSC Website](#).

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.