

PROGRAMME SPECIALIST

Post Number : SHS 158

Grade : P-3

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) : 13-JUN-2024

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 Social and Human Sciences Sector (ADG/SHS), strategic guidance from the Director for Research, Ethics and Inclusion and direct supervision of the Chief of Inclusion, Rights, and Intercultural Dialogue Section, the Programme Specialist is responsible for analyzing, implementing and monitoring projects and activities within the inclusion, rights and intercultural dialogue Section, leading work to promote dialogue for social cohesion, resilience, accountability, civic empowerment and conflict transformation; and contributing to work to enhance social and gender inclusion through the empowerment of vulnerable and marginalised communities and the fight against racism and discrimination.

The incumbent, working within the frameworks of UNESCO's Medium Term Strategy (C/4), the approved Programme and Budget (C/5) and global development plans such as the 2030 Agenda for Sustainable Development, will guide the technical development of sectional, cross-sectional and divisional projects and activities, financed by core and voluntary funding; provide recommendations on project feasibility and possible collaborations; engage with substantive developments in relevant technical fields; and manage relationships with key internal and external stakeholders to provide expert technical advice.

Advice and Knowledge Production:

- Coordinate, undertake and quality assure research and analysis to understand trends, developments and solutions to enhance the governance of efforts for intercultural dialogue, anti-discrimination and social inclusion, contributing to the development of high-quality, policy-relevant knowledge products;
- Provide technical advice to internal and external stakeholders on the structures, policies and individual-level enablers that can enhance both governmental and community-driven efforts for intercultural dialogue, anti-discrimination and social inclusion;
- Engage with and keep abreast of developments related to interculturalism, social inclusion and anti-discrimination – and related fields including inclusive governance, social resilience and sustainability, community empowerment and voice, and social risk - in order to both design programmatic work and provide effective technical advice;
- Ensure technical backstopping and support support to field projects related to intercultural dialogue, anti-discrimination and social inclusion.

Programme Implementation:

- Implement, monitor, evaluate and report on projects and activities of the inclusion, rights and intercultural dialogue programme, advancing research, capacity-building, normative reinforcement and advocacy;
- Provide programme and project support including, but not limited to, developing proposals, defining and revising project documentation, managing contracting, overseeing financial management, coordinating junior staff and overseeing monitoring, evaluation and learning;
- Provide project implementation support to field operations, including through the provision of analytical support for project design, delivery of technical advice at key implementation junctures, involvement in training and capacity building, and assistance in the contextualisation of globally positioned resources;

Partnership Management:

- Build, maintain, and enhance working relations with concerned UN agencies, development banks, intergovernmental and non-governmental organizations, national/local authorities, and practice networks;
- Participate actively in relevant thought leadership initiatives, networks, and events – including interagency working groups – to position the work of UNESCO in the fields of inclusion, rights, and dialogue;
- Develop, nourish, and leverage relationships with external knowledge partners – including universities, think tanks, and civil society organisations – to stay afore of relevant developments and mobilise cutting edge knowledge partnerships in the delivery of the Inclusion, Rights, and Intercultural Dialogue programme.

Resource mobilization:

- Contribute to resource mobilization by actively developing and following up on proposals, cultivating relationships with potential donors, and engaging in efforts to enhance the technical credibility and reputation of the programme.

COMPETENCIES (Core / Managerial)

Accountability (C)

Innovation (C)

Knowledge sharing and continuous improvement (C)

Planning and organizing (C)

Results focus (C)

Teamwork (C)

Communication (C)

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

REQUIRED QUALIFICATIONS

Education

- Advanced university degree (Master's or equivalent) in social or public policy, sociology, law, economics, or a related social sciences discipline.

Work Experience

- Minimum four (4) years of relevant professional experience working on social inclusion and sustainability, anti-discrimination, intercultural relations, citizen engagement, or related topics.
- Proven experience in leading high-quality research and analysis on related themes.
- Proven experience managing knowledge-led programmes and projects on related themes.

Skills and competencies

- Strong technical command of issues related to interculturalism, social inclusion and sustainability, anti-discrimination, social risk, resilience, and civic empowerment for peace.
- Good analytical, organizational and project management skills.
- Excellent coordination and interpersonal skills.
- Strong analytical skills with ability to design and undertake research on complex social issues from a systemic perspective.
- Excellent written and oral communication skills, including the ability to prepare and present findings and recommendations on issues clearly and concisely.
- Good interpersonal skills, tact and diplomacy with ability to build and maintain effective partnerships at all levels.
- Ability to work effectively in a team and to maintain good working relations within a multi-cultural environment.
- Ability to work effectively under tight deadlines with minimal supervision.
- Good IT skills, including knowledge of standard office software, and relevant research tools.

Languages

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

DESIRABLE QUALIFICATIONS

Education

- Ph.D. or equivalent in social or public policy, sociology, law, economics, or a related social sciences discipline.

Work Experience

- Experience with UNESCO's intergovernmental processes and procedures.
- Experience with inter-agency mechanisms of the United Nations System or other multilateral organizations on issues related to inclusion, interculturalism, anti-discrimination, or social risk.

Languages

- Knowledge of other official language of UNESCO (Arabic, Chinese, Russian and/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 104 581 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.