PROGRAMME SPECIALIST (SOCIAL AND HUMAN SCIENCES)

Post Number: 3CLSHS0001RP

Grade: P-3

Parent Sector: Field Office

Duty Station: Santiago

Job Family: Social and Human Sciences

Type of contract: Fixed Term

Duration of contract: 2 years

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

OVERVIEW OF THE FUNCTIONS OF THE POST

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.

Under the overall authority of the Assistant Director-General, Social and Human Sciences (ADG/SHS) and the direct supervision of the Director of Santiago Regional Office, the incumbent is responsible for developing and implementing projects and project proposals, providing advice, research and knowledge management expertise, partnership development and contributing to resource mobilization to the Field Office and Social and Human Sciences Sector work as well as to cross-country programmatic activities and initiatives with an emphasis on the social, ethical, and human rights implications of disruptive technologies, including Artificial Intelligence (AI) and neurotechnology, using UNESCO international recommendations,

declarations and standards. He/she also implements and evaluates programme's initiatives in social inclusion, combat against racism and discrimination, intercultural dialogue, sports and physical activity, gender empowerment, youth, and bioethics.

The incumbent works within the frameworks of UNESCO's Medium-Term Strategy (C/4s), the approved Programme and Budget (C/5) and according to global development plans such as the 2030 Sustainable Development Goals (SDGs). He/she shall work as part of the Interdisciplinary team in the UNESCO Santiago Office, in collaboration with relevant stakeholders, and with technical guidance from SHS Programme Divisions at UNESCO Headquarters.

In this context the incumbent will perform the following tasks:

Programme and Project work:

Analyze, evaluate and contribute to the development, planning and implementation of the Field Office's SHS strategy and approach for harnessing the potential of Social and Human Sciences for development in the Region or Cluster countries in consultation with relevant stakeholders and SHS specialists in the Field Office and at HQ.

Identify and develop both internal and external collaborative project proposals based on needs as well as SHS Sector programmes, projects and activities. Identify focus areas within national priorities in the Region and when requested by national authorities, propose alignment of these priorities with UN SDGs and development partners priorities and strategies.

Propose linkages for UNESCO's Social and Human Sciences initiatives at the national and regional levels.

Manage and implement programme activities included in C/5s and this includes particular emphasis on the social, ethical, and human rights implications of emerging technologies, including AI and neurotechnology.

Plan and implement extrabudgetary funded projects. Ensure all reporting requirements are met including the use of Core Manager system. Identify, propose and participate in the development of joint programming/programme opportunities

Advice and Knowledge Management:
Research, recommend, and contribute to the development and expansion of a knowledge base on the programme.

Conduct research and analytical work to prepare substantive inputs for policy development.
Provide information and technical advice to UNESCO Field Offices, peers, and colleagues in the region.
Stay informed about developments, advancements, and best practices among development partners and competitors.

Support governments, National Commissions, ministries, and colleagues on:

• Policy formulation
• Project development
• Resource allocation
• Best practices

Ensure technical backstopping for projects and events.

Offer technical support to colleagues in the region, other Field Offices, and Institutes related to assignments and priorities.

Contribute regularly to web and printed content and disseminate information to colleagues, peers, and stakeholders.

Carry out trend and priorities analysis.

Research and recommend specific courses of action based on findings.

Provide critiques and comments on documents prepared by others.

Networking and Partnership:

Contribute to UNESCO's involvement in the establishment of UN project management systems including the preparation of Common Country Assessments (CCA), the United Nations Sustainable Development Cooperation Frameworks (UNSDCF), Country Programme Documents (CPD) and Country Action Plans (CAP).

Plan, develop and implement outreach strategies and visibility activities aimed at programme, regional and Field Office promotion and expansion. Organize consultations within the region or with the Cluster countries and provide advice and guidance to governments, civil society organizations and the private sector on the development of strategies and policies in the area of Social and Human Sciences.

Liaise with colleagues within the Sector and in other Sectors, in own and other regions and Field Offices, Headquarters, Institutes and stakeholders to discuss developments and exchange and archive ideas. Attend and participate in meetings, conferences, workshops and seminars, promoting knowledge sharing, contributing to advocacy efforts and promoting approaches and interventions of proven effectiveness.

Resource Mobilization:

Contribute to resource mobilization for the region and individual countries by playing an active role in raising extrabudgetary funds and preparing project proposals and concept notes. Prepare a variety of inputs and work to generate extra-budgetary funding and projects. Participate in fundraising events and activities.

Administrative support:

Prepare and follow up on a variety of submissions and coordinate regional donor meetings.

Ensure support to events, key initiatives and conferences either hosted by the Regional or Cluster Office or requiring Regional or Cluster Office presence. Provide financial backstopping for assigned projects. Coordinate and/or prepare reports, notes, memoranda, briefings and other correspondence and documents, including news articles and social media contributions.

Attend leadership/management team meetings as requested. May liaise with other teams to ensure coordination in the work across the countries covered by the Regional Office. May be required to supervise temporary and local staff, and project consultants.

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 social and human sciences, law, philosophy, or a related field such as international relations, or cultural studies

Work experience

- A minimum of 4 years of relevant professional experience in the field of international relations and social and human sciences, of which at least 2 years at international level.
- Experience working in the implementation of national and/or sub-regional projects in the area of social and human sciences.
- Experience in fundraising and resource mobilisation, and establishing and maintaining relations with donors.
- Experience using web-based information management systems.

Competencies

- Good analytical, organizational and project management skills.
- Excellent coordination and interpersonal skills.
- Knowledge of results-based management
- Good interpersonal and communication skills; ability to deal efficiently with partners at different levels.
- Ability to participate in negotiations.
- Ability to work in a multicultural environment with excellent interpersonal skills and cultural sensitivity
- Capacity to build and maintain effective working relations with national/local authorities, relevant institutions, intergovernmental and non-governmental organizations
- Capacity to adapt and adjust work schedules and perform diligently under pressure.
- Excellent knowledge management with a deep understanding of emerging communication and information technologies and their potential uses.

Language requirement

- Excellent knowledge (written and spoken) of English and Good knowledge of Spanish

DESIRABLE QUALIFICATIONS

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)

Skills and Competencies

- Good knowledge of UNESCO's work, and familiarity with Social and Human Sciences Sector activities.
- Knowledge of the geopolitical context of the LAC region.

Languages

- Knowledge of another official language of UNESCO (Arabic, Chinese, French, Russian)

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 86,627 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