

Job Title: Programme Specialist (Social and Human Sciences)

Post Number : 4WSSHS0001RP

Grade : P-4

Parent Sector : Social and Human Sciences Sector (SHS)

Duty Station: Apia

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) : 30-DEC-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 cross-cultural understanding*. 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 Social and Human Sciences (ADG/SHS) and the direct supervision of the Director of the UNESCO Office in Apia, Samoa. He/she will be responsible for advancing the major flagships of SHS in the region covered by the office in the Pacific region (Australia; Cook Islands; Fiji; Kiribati; Marshall Islands; Federated States of Micronesia; Nauru; New Zealand; Niue; Palau; Papua New Guinea; Samoa; Solomon Islands; Tonga; Tuvalu; Vanuatu; Tokelau). This includes identifying regional priorities and fostering partnerships with both public and private sectors that align with UNESCO's mission. The incumbent will oversee the design, implementation, monitoring, evaluation, and reporting of the UNESCO Social and Human Sciences Programme to benefit SIDS-Small Island Developing States- as a UNESCO priority group. Additionally, he/she will ensure SHS's contribution to the United Nations Country Team's (UNCT) programmatic work and Delivering as One exercise in the countries covered by the Office.

The incumbent will collaborate with Programme specialists in the office on the implementation of the international and regional agendas and plans focusing on UNESCO Programme areas such as Local and Indigenous Knowledge systems, climate and environmental action, Disaster Risk Reduction and preparedness and STEM. The incumbent will support SHS programmatic activities in the interest of SIDS in the Pacific and he/she will actively mobilize extra-budgetary resources to reinforce the regular budget of the organisation.

The successful candidate will ensure the development of programmes, activities and projects of SHS and will be responsible for the following:

- Enhance the effectiveness of Social and Human Sciences (SHS) programmes by focusing on key initiatives like the Recommendation on the AI ethics and neurotechnology. Implement the Readiness Assessment Methodology for AI ethics in East Asia, challenge gender stereotypes, promote inclusive mindsets, support the Inclusive Policy Lab, advance anti-doping efforts in sports, and aid people with disabilities. Make sure these efforts align with regional needs and create strong connections between local priorities and SHS programmes.
- Manage, coordinate, implement and monitor SHS programmes in the countries covered by the office, in line with the Programme and Budget document, the UNESCO Country Programming Documents, the countries' United Nations Sustainable Development Cooperation Framework (UNSDCF) and other common UN strategic country instruments, particularly through capacity building, policy advice, technical assistance, and networking of relevant stakeholders in the SHS Sector's fields of competence.
- Prepare inputs for the Programme and Budget documents (C/5) and related work plans and cooperate with other programme sectors at Headquarters and contribute to the report of the Director-General on the activities of the Organizations (C/3) and Medium-Term Strategy document (C/4). This includes integrating findings from regular programme reviews and upcoming regional events including International Youth Forum. Additionally, liaise with the Samoan National Commission, to coordinate the execution of events, ensuring successful planning and action.
- Conduct research programmes aligned with national policy needs or development cooperation initiatives, following UNESCO Recommendation as basis for cooperation with developing countries.
- Provide strategic and operational advice to Governments in close cooperation with the SHS Sector at Headquarters, in SHS thematic areas. Provide input, including data and statistics for the preparation of reports and briefings on the implementation of programmes and projects.
- Develop strategic partnerships and actively mobilize extra-budgetary resources by fostering collaborations with diverse stakeholders (public, private etc) and engaging local communities, international organizations to reinforce the Regular Programme. Promote and strengthen partnerships and networking, as well as research and capacity-building, on SHS Sector priority areas namely with Asia and the Pacific social scientists' organizations.
- Represent the Office in global fora organized by the Sector such as the Global Forum against Racism and Discrimination, and the Global Forum on the Ethics of AI.

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 or equivalent) in the field of social and human sciences, political science, international relations, or a related discipline.

Work experience

- Minimum 7 years of progressive relevant professional experience in the areas of social and human sciences at national and international level of which preferably 3 years acquired at international level

- Good understanding of evidence-based policy responses to advance better socio-economic outcomes for people.
- Knowledge on the governance of emerging technologies, particularly artificial intelligence, to advance implementation of the Recommendation on the Ethics of Artificial Intelligence.
- Experience in one or more of the following thematic areas: youth policies and programs; sports for social transformation; gender equality and changing mentalities; protection and promotion of science and scientist, ethics of emerging technologies, including human genome, neurotechnology.
- Experience in managing research programmes in the social field, to contribute to the scientific program of SHS, "Managing of Social Transformations"
- Excellent networks in academic institutions and leading thinkers in the region.
- Demonstrated experience in fund raising and resource mobilization.
- Experience in conducting research and producing research papers.

Competencies

- Strong organizational needs and capacity to conduct research programmes
- Proven ability to communicate (in writing and oral), advocate, and negotiate with colleagues, staff and stakeholders at all levels within and outside the organization.
- Proven ability to provide high-level advice and technical support in public policy, planning and research.
- Capacity to build and maintain effective working relations with national/local authorities, relevant institutions, intergovernmental and non-governmental organizations.
- Good knowledge of results-based and budget management tools.
- Excellent coordination and interpersonal skills, and ability to manage staff and teams in a multicultural environment.
- Analytical skills and ability to collect, synthesize and analyze information from various sources.
- Ability to provide policy advice and assistance to policy and decision makers.
- Excellent written and oral communication skills, including the ability to prepare, present and discuss findings and recommendations clearly and concisely.
- Demonstrated ability to plan strategically, and to translate strategy into priorities and action.

Language requirement

- Excellent knowledge (written and spoken) of English.

DESIRABLE QUALIFICATIONS

Education

- Advanced university degree (Ph.D. or equivalent) in social and human sciences or a related discipline.

Work Experience

- Demonstrated experience in international cooperation programmes.
- Demonstrated experience in establishing and maintaining professional networks.
- Research and analysis in the fields relevant to the post as demonstrated through authored peer-reviewed publications.
- Good knowledge of UNESCO's work in the field, and familiarity with SHS Sector activities.

Skills and Competencies

- Experience in communication and raising visibility through different medias.
- Experience in working in the UN system.
- Knowledge of the 2030 Agenda for Sustainable Development.
- Good knowledge and understanding of the UNESCO Social and Human Sciences Programmes.
- Knowledge of the political context of the region.

Languages

- Knowledge of another official language of UNESCO (Arabic, Chinese, French, 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 112,586 USD.

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.