

ASSOCIATE COORDINATION OFFICER

OVERVIEW

Post Number : PAX 022

Grade : P-2

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) : 29-OCT-2025

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

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the authority of the Assistant Director-General for Priority Africa and External Relations (ADG/PAX), the guidance of the Director for Priority Africa Coordination (DIR/PAX/AFR), and the direct supervision of the Chief of Section for Relations with African Member States and Partnerships (PAX/AFR/ASP), the Associate Coordination Officer will contribute to strengthening and coordinating relations with African Member States and relevant partners and will play a key role in supporting the monitoring and implementation of Global Priority Africa and its Operational Strategy.

Long Description

In particular, the Associate Coordination Officer will:

- Provide support in programme coordination, monitoring and implementation related to Global Priority Africa (GPA) and the Operational Strategy for Priority Africa (OSPA), in close collaboration with other PAX/AFR units, Programme Sectors, Field Offices and relevant stakeholders.
- Contribute to timely statutory reports for UNESCO's Governing Bodies (Executive Board and General Conference), along with strategic documents on the implementation of GPA and OSPA.
- Assist in the preparation, monitoring, and implementation of the Division's biennial workplans and budget frameworks, ensuring their alignment with strategic objectives.
- Prepare background documents, analytical notes, and briefing materials on UNESCO's cooperation with African Member States for bilateral meetings and official visits.
- Support the advancement and strengthening of partnerships with the Members of the Africa Group at Headquarters as well as key partners and stakeholders.

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)

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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 any other related fields.

Work Experience

- At least two (2) years of professional experience in the field of international coordination, planning, monitoring, international relations or diplomacy, or related field, of which preferably one (1) year acquired at international level.
- Experience in the preparation and drafting of factual and substantive briefing notes and analytical documents.

Long Description

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.
- Proven analytical skills, with ability to prepare and draft quality documents and reports/briefings.
- Proven coordination, planning and organisational skills, with ability to establish and follow plans and priorities.
- Excellent oral and written communication skills, with ability to provide advice and analysis.
- Familiarity with the work and general functioning of international organizations and/or the United Nations common system.
- Demonstrated ability to work in a team and to establish/maintain positive and effective working relationship in a multicultural environment.
- Good IT skills, including MS Office (Windows, Teams, etc.).

Languages

- Excellent knowledge (written and spoken) of (English or French) and good knowledge of the second language.

DESIRABLE QUALIFICATIONS

Education

- Courses/training diploma in disciplines/field relevant to the post.

Work Experience

- Work experience in similar functions within the United Nations system or an international organization/institution.

Long Description

Skills & Competencies

- Geopolitical knowledge of the Africa region.

Languages

- Knowledge of other official UNESCO languages (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 87 929US \$.

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 an 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.