

## ASSOCIATE PROGRAMME SPECIALIST (CULTURE)

Post Number : CLT 395

Grade : P-2

Parent Sector : Culture Sector (CLT)

Duty Station: Paris

Job Family: Culture

Type of contract : Fixed Term

Duration of contract : 2 years, renewable

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 7-APR-2025

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

### OVERVIEW OF THE FUNCTIONS OF THE POST

The mission of the Cultural Heritage Protection Treaties (CHP) Unit, operating within the Culture and Emergencies Entity of the Culture Sector, is to contribute to UNESCO's programme related to strengthening Member States' capacities for better preparedness, mitigation and response to emergencies affecting culture, including in situations of armed conflict and disaster, through ensuring wider ratification and the effective implementation of the 1954 Hague Convention for the Protection of Cultural Property in the Event of Armed Conflict and its two (1954 and 1999) Protocols. The CHP unit also acts as the Secretariat of the Statutory Organs of the Convention and its Second Protocol.

Under the overall authority of the Assistant Director-General for Culture (ADG/CLT), the general supervision of the Director of the Culture and Emergencies Entity (DIR/CEM) and the direct supervision of the Head of the Cultural Heritage Protection Treaties Unit, the incumbent shall assist in providing legal, technical and analytical support for the implementation of programmes, projects and activities related to the above-mentioned programme.

The incumbent shall also contribute to the implementation of initiatives related to global priorities (Africa and Gender Equality), priority groups and transversal thematic areas, such as Culture and Education, Culture and Climate Change, Indigenous Peoples, SIDS, and Youth.

- Contribute to the planning, preparation and follow-up to the statutory meetings organized within the framework of the 1954 Hague Convention and its Second Protocol by drafting working and information documents as well as final summary reports, ensuring the follow-up to all decisions/resolutions/recommendations adopted by the governing bodies of the above-mentioned instruments, identifying implementation challenges and recommending corrective actions.
- Assist in the assessment of completion of the requests submitted by Member States for the inscription of cultural properties on the International Register of Cultural Property under Special Protection and the International List of Cultural Property under Enhanced Protection and in any other tasks related to the submission, registration, inscription, as well as monitoring processes of listing of cultural properties and provide recommendations for corrective actions.

- Collaborate in the development, coordination and execution of a global capacity-building strategy, in line with the programme related to the 1954 Hague Convention and its two Protocols, through planning, organizing, participating and following up capacity-building activities, seminars and expert meetings, as well as developing related conceptual and pedagogical materials, methods and tools and coordinate partnerships with NGOs, universities, UNESCO Chairs, experts, and category 2 centres.
- Prepare briefings, presentations, reports, drafts correspondence to Member States and other stakeholders. Contribute to resource mobilization in line with the strategies and priorities of the Culture Sector in the framework of the Medium-Term Strategy (C/4) and Programme and Budget (C/5); monitor and make proposals to the supervisor on programme and budget implementation related to the 1954 Convention and its two Protocols.

### **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 culture, political science, humanities, law, international relations and related field.

#### **Work experience**

- A minimum of two (2) years of professional experience in managing cultural cooperation development projects in the field of culture, of which preferably one (1) year acquired at international level.

#### **Skills/Competencies**

- Strong written and oral communication skills, in particular the ability to collect, synthesize and analyse information from various sources and to write documents in a clear and concise manner.
- Strong planning and organizational skills; ability to establish priorities and to plan, coordinate and monitor own work plan; ability to work under pressure and tight deadlines as well as flexibility to adjust work schedules and priorities.
- Ability to develop clear goals that are consistent with agreed procedures.
- Ability to establish, maintain and enhance effective and professional relationships with a wide range of stakeholders, understand their needs and build trust in long-term working relationships.
- Ability to ensure confidentiality, discretion, tact and diplomacy.

- Excellent inter-personal skills and the ability to work effectively in a team and in a multi-cultural environment.
- Good knowledge of IT skills (Microsoft Word, Excel, Intranet, Internet, etc.).

### Languages

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

## **DESIRABLE QUALIFICATIONS**

### Education

- Specialized training or courses in one or more of the following disciplines would be an asset: international humanitarian law, heritage conservation in conflict zones, conflict studies.

### Work experience

- Relevant professional experience at an international organization or United Nations agency.

### Skills/Competencies

- Good knowledge of the 1954 Convention and its two Protocols and other UNESCO's standard setting instruments and programmes in the field of culture.
- Good knowledge of the cultural dimension in conflicts, peacebuilding and disaster risk reduction.

### Languages

- Knowledge of another/other official UNESCO language(s) (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 78,717 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.*

Please note that UNESCO is a non-smoking Organization.