

CHIEF, CRISIS RESPONSE SECTION

Post Number : PAX 340

Grade : P-5

Parent Sector : Priority Africa and External Relations Sector (PAX)

Duty Station: Paris

Job Family: Programme Coordination

Type of contract : Fixed Term

Duration of contract : 2 years, renewable

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 07-APR-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 Chief of the Crisis Response Section will be responsible for defining, coordinating and driving priority emergency interventions, responsive programming, designing policies and strategies; providing technical backstopping and expertise, leading staff in the achievement of the Section's priorities; locating and engaging resources; maintaining and pursuing partnerships; and identifying and promoting cross-divisional work assigned to the Section.

The incumbent will be responsible for:

- Provide intellectual and strategic guidance in order to: alert, identify, develop, coordinate, drive and ensure the delivery of a comprehensive and multisectoral crisis response programmes.
- Deliver visible and high quality crisis-responsive programmes, as necessary; Direct the conceptualisation, implementation and monitoring of crisis response programmes; Set up and coordinating cross-sectoral task force, advocacy, policy and capacity development tools; Assess and report on their outcomes and effectiveness; Ensure the continuous optimization of resources; Ensure that UNESCO's work is designed and implemented in a coherent and integrated manner.
- Coordinate assessments of existing crisis programmes and ensure integrated and relevant reporting to the donors and the governing bodies, in close consultation with Field Offices and central services.
- Ensure proactive participation and coherent positioning of UNESCO in UN-led crisis response mechanisms.
- Facilitate dialogue across networks and areas of expertise, and keep abreast of emerging trends and risks, application of best practices; Establish collaborative and influential partnerships enhancing UNESCO's standing and influence in the Field.
- Support UNESCO's engagement as part joint UN programmes, bilateral and multilateral partners, the private sector, and international institutions.
- Provide support and lead as Focal Point in developing transversal and inter-sectoral fund mobilisation projects and activities in priority interventions areas, depending on crisis category and national context; Support UNESCO's engagement as part joint UN programmes, bilateral and multilateral partners, the private sector, and international institutions.

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)

Building partnerships (M)

Driving and managing change (M)

Leading and empowering others (M)

Making quality decisions (M)

Managing performance (M)

Strategic thinking (M)

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

REQUIRED QUALIFICATIONS

Education

- Advanced university degree (Master's or equivalent) in the field of international relations, political sciences, law, social sciences, or in other related areas.

Work Experience

- At least (ten) 10 years of progressively responsible professional experience in the field of international cooperation and international relations, or related fields, of which preferably five (5) years acquired at international level, notably in relation with the United Nations system-wide cooperation in crisis preparedness and response contexts.
- Experience in United Nations integrated action in the fields of humanitarian response, human rights, peacebuilding and /or disaster risk management, or related fields.

Skills & Competencies

- Commitment and knowledge of the Organization's mandate, vision, strategic direction and priorities.
- Knowledge of UNESCO's Crisis Response mechanisms and funding instruments, and strategic priorities and governance.
- Sense of objectivity and professional integrity, tact and discretion.
- Strong diplomatic skills and a sense of strategic negotiation.
- Strong problem-solving, organizational and coordination skills.
- Ability to manage and supervise a team of professional members, to work within tight deadlines, with multiple priorities, while maintaining accuracy and attention to detail and high-quality work.
- Proven capacity to react swiftly / effectively to emergencies situations and sound judgement and decision-making skills.
- Excellent capacity to collect, synthesize and analyse information from various sources and to write documents in a clear and concise manner.

- Excellent written and oral communication skills, with excellent drafting skills, and proven ability to advocate and negotiate with colleagues, staff and stakeholders at all levels within and outside the Organization.
- Excellent interpersonal skills with proven ability to maintain effective working relationships in a multicultural environment.
- Good IT skills, including good knowledge of standards office software.

Languages

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

DESIRABLE QUALIFICATIONS

Education

- Courses/training or diploma in the field of international development and international humanitarian cooperation.

Work Experience

- Experience in the preparation of factual and substantive briefing notes and official correspondence.
- Experience in managing funds, including budget planning, financial oversight, and reporting to donors.

Skills & Competencies

- Geopolitical knowledge, knowledge and understanding of current international affairs and of the United Nations inter-agency coordination mechanisms, platforms and working methods.

Languages

- Knowledge of another official language of UNESCO (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 144 897 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 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.

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.