

CRISIS COORDINATION OFFICER

Post Number : PAX 336

Grade : P-3

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) : 24-MAR-2025

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

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Assistant Director-General for Priority Africa and External Relations (ADG/PAX), the direct supervision of the Chief of the Crisis Responses Section (PAX/CRS), and in close coordination with the Chief of Section for the Relations with the United Nations and Intergovernmental Organizations (PAX/DRX/UN), the Crisis Coordination Officer will contribute to UNESCO's activities in crisis preparedness and response, by enhancing internal coordination with Programme Sectors, Central Services, and Field Offices, as well as in close interaction with the United Nations system partners.

The Crisis Coordination Officer will notably support positioning UNESCO's priorities within the United Nations interagency coordination platforms related to crisis preparedness, emergency response, early recovery and reconstruction. Additionally, the incumbent will support UNESCO's participation, both at Headquarters and Field levels, in the United Nations' integrated assistance frameworks, early recovery and reconstruction efforts, common programming, and funding mechanisms. The incumbent will also identify and promote cross-cutting initiatives that enhance the United Nations programming at the country level, ensuring their impact on UNESCO's activities within the United Nations Development System.

This this end, the incumbent will:

- Contribute to the formulation of policy advice and expert opinions to shape a coherent approach to UNESCO's programmes in crisis preparedness and response within the UN system-wide cooperation and coordination. Support UNESCO's strategic engagement and positioning within UN Sustainable Development Group and related workstreams, particularly in the context of the UN system-wide response to crisis in line with UNESCO's Medium-Term Strategy. To this end, prepare briefing notes and analytical documents, as well as official correspondence to assist UNESCO's senior management in their engagement with the UN system entities, intergovernmental organizations and Member States.
- Contribute to UNESCO's engagement in UN system-wide work on crisis preparedness, emergency response and early recovery/reconstruction, supporting the Organization's strategic positioning, visibility and effective delivery in line with the UN Development System reform. In collaboration with UNESCO's Corporate Services, provide programmatic and operational guidance as well as technical support to UNESCO Field Offices, in order to facilitate timely response in post-conflict and post-disaster contexts. Support UNESCO's participation in early recovery and reconstruction efforts, including through the joint post disaster, recovery and peacebuilding needs assessments, and other common programming and funding

mechanisms. Contribute to maintaining inter-sectoral coordination and internal information-sharing mechanisms on UNESCO's crisis preparedness and response actions. Manage project proposals under the regular budget, ensuring timely implementation, monitoring, evaluation and reporting.

- Support UNESCO's effective engagement in humanitarian, development and peacebuilding efforts at global, regional and country levels. Provide expert advice, information and technical backstopping to relevant Sectors, Services and Field Offices. Contribute to the capacity-building initiatives for UNESCO staff, both at Headquarters and in the Field, to enhance their knowledge and skills in the UN reform and integrated assistance related to crisis preparedness, emergency response, and recovery/reconstruction.
- In consultation with Programme Sectors and relevant Field Offices, initiate, support or monitor projects within UNESCO's rapid response framework for post-conflict and post-disaster contexts. When required, undertake field missions to coordinate and ensure UNESCO's participation in the UN's integrated assistance for early recovery and reconstruction. This includes involvement in the Office for the Coordination of Humanitarian Affairs (OCHA) Consolidated Appeals and Flash Appeals, joint needs assessments by the UN/World Bank, European Union, and other common response activities, as well as monitoring the implementation of UNESCO's relevant projects.

- Support the management of UNESCO's Post-Conflict Post-Disaster (PCPD) Special Account and its relevant sub-accounts. Coordinate with Bureau of Strategic Planning (BSP) on fundraising efforts and follow-up actions with donors and coordinate the preparation of regular financial and narrative reports for donor Member States on their contributions to PCPD Special Account and its sub-accounts.
- Prepare reports and other documentation for UNESCO's Governing Bodies, Member States and the Secretariat's senior management on UNESCO's actions in crisis and fragile settings, as well as its contributions to the UN integrated assistance in crises and response contexts. Conduct research, in-depth studies and when requested, organize and/or attend relevant conferences, seminars as well as internal working meetings.

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 the field of international relations, political sciences, law, social sciences, or in other related areas.

Work Experience

- At least four (4) years of relevant professional experience in the field of international cooperation and international relations, or related field, notably in relation with the United Nations system-wide cooperation in crisis preparedness and response contexts, of which preferably two (2) years acquired at international level.
- Experience in the United Nations integrated action in the field of humanitarian response, human rights, peacebuilding and /or disaster risk management.

Skills & Competencies

- Knowledge of and to the Organization's mandate, vision, strategic direction and priorities.
- Knowledge of UNESCO's Crisis Response mechanisms and funding instruments as well as strategic priorities and governance.
- Sense of objectivity and professional integrity, diplomacy, tact and discretion.
- Strong analytical, problem-solving, organizational and coordination skills.
- Ability to manage a heavy workload within tight deadlines, with multiple priorities, while maintaining accuracy and attention to detail.
- Excellent written and oral communication skills, including excellent drafting skills, with proven ability to produce high quality documents and briefings/reports.
- Excellent capacity to collect, synthesize and analyse information from various sources and to prepare documents in a clear and concise manner.
- Proven capacity to react swiftly and effectively to emergencies situations.
- Excellent interpersonal skills and proven ability to communicate, advocate, and exchange with colleagues, staff and stakeholders within and outside the Organization.
- Proven ability to work in a team and to establish/maintain positive and effective working relationships in a multi-cultural 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

- Work experience in similar functions within the United Nations system or an international organization/institution.
- Experience in the preparation of factual and substantive briefing notes and official correspondence, in both English and French.
- Experience in the field of United Nations Development system reform, United Nations crisis preparedness, early response and recovery/reconstruction operations.

- Experience in managing funds, including budget planning, financial oversight, and reporting to donors.

Skills & Competencies

- Familiarity with the work and general functioning of international organizations and/or the United Nations system.
- Knowledge of the United Nations inter-agency coordination mechanisms, platforms and working methods.
- Broad general culture and geopolitical knowledge.
- Good knowledge and understanding of current international affairs.

Language

- 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 100 192 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.