

PROGRAMME SPECIALIST

Post Number : SHS 350

Grade : P-3

Parent Sector : Social and Human Sciences Sector (SHS)

Duty Station: Paris

Job Family: Social and Human Sciences

Type of contract : Fixed Term

Duration of contract : 2 years, renewable

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 10-MAR-2025

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 mutual 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.

UNESCO's work on youth leverages the wealth of knowledge, expertise and capacities in all the areas of its mandate, and builds comprehensive and systemic interventions on youth and with the meaningful engagement of young people. The key objective of the Youth Programme at the Social and Human Sciences Sector is to strengthen the capacities of youth stakeholders, to generate knowledge, and to support youth actions, networks, and spaces, so as to help develop and implement youth-focused policies and programmes addressing multidimensional societal challenges faced by youth. To achieve this, the work of the Youth Section is developed around four key building blocks: (i) Knowledge on youth (ii) Policy solutions (iii) Youth-led action and innovation iv) Capacity development. The Youth Section also acts as coordinator of Youth as a priority Group across the Organization.

The incumbent of the post will work under the overall authority of the Assistant Director-General for Social and Human Sciences (ADG/SHS), guidance from the Director of the Division of Research, Ethics and Inclusion, and direct supervision of the Chief of Section. S/he will be responsible for implementing, monitoring and reporting on sectional, cross-sectional and divisional, regular and extra-budgetary projects and programmes related to youth as a priority group, and providing recommendations on project feasibility, as well as identifying potential collaborations and ensuring regular communications and exchange amongst teams, colleagues, peers and stakeholders. The work will be carried out within the framework of UNESCO's Medium-Term Strategy (C/4s), the approved Programme and Budget (C/5) and global development plans such as the 2030 Agenda for Sustainable Development.

Within this context, the incumbent will:

- Contribute to reinforcing youth as a priority group within UNESCO and with external partners.
- Oversee youth programme projects, including thematic responsibilities, advocacy, organisation of events (such as the UNESCO Youth Forum) and meetings, as well as resource mobilization, partnerships, and administrative tasks.

- Ensure technical support for the development and implementation of youth projects, managing contracts and finances, coordinating staff, and overseeing monitoring and evaluation processes.
- Contribute to knowledge base development, including research on emerging youth issues.
- Conduct feasibility studies, propose collaborative projects, and engage in policy discussions to strengthen youth as a priority group.
- Keep abreast of developments in the field of youth to advise governments, ministries, youth stakeholders, partners and colleagues on policy, project development, and best practices.

COMPETENCIES (Core / Managerial)

Accountability (C)

Innovation (C)

Knowledge sharing and continuous improvement (C)

Planning and organizing (C)

Results focus (C)

Teamwork (C)

Communication (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, humanities, law, political sciences, international relations, communications, economics or other related areas in the field of social sciences.

Work Experience

- Minimum four (4) years of progressive professional experience relevant to research in social sciences, social policy and social transformation of which preferably 2 years acquired at international level.
- Proven experience in leading high-quality research and analysis on related themes.
- Proven experience in fund-raising and other resource mobilization mechanisms and in managing knowledge-led programmes and projects on related themes.

Skills and Competencies

- Good knowledge of UNESCO's work and familiarity with SHS Sector activities.
- Good analytical, organizational and project management skills.
- Proven ability in programme management, including the monitoring and reporting of programme activities and related financial and substantive aspects;
- Good coordination and interpersonal skills.
- Excellent written and oral communication skills, including the ability to prepare and present findings and recommendations on issues clearly and concisely;
- Ability to work effectively in a team and to maintain good working relations within a multi-cultural environment.

Languages

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

DESIRABLE QUALIFICATIONS

Education

- Ph.D. or equivalent in the field of social sciences, economics, public policy or other relevant fields .

Work Experience

- Professional experience in the United Nations System or other multilateral organizations and/or in the field of international relations and diplomacy, multilateral settings/cooperation and development.

Languages

- Knowledge of other UNESCO official languages (Arabic, Chinese, Russian and/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 98 367 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.