

## ASSOCIATE PROGRAMME SPECIALIST (SOCIAL AND HUMAN SCIENCES)

Post Number : SHS 161

Grade : P-2

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 with possibility of extension subject to satisfactory performance and availability of funds

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 22-JAN-2022

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 Social and Human Sciences (ADG/SHS), and direct supervision of the Chief of the Bioethics and Ethics of Science and Technology Section, the Associate Programme Specialist will provide professional and technical support, research and analysis in the work of the Bioethics and Ethics of Science and Technology Section, as well as programmatic, cross-sectional, and divisional activities and initiatives as necessary.

The Associate Programme Specialist, based at UNESCO Headquarters in Paris, works within the frameworks of UNESCO's Medium Term Strategy (C/4), the approved Programme and Budget (C/5), and the 2030 Agenda for Sustainable Development. Concretely, the Associate Programme Specialist shall undertake the following duties and responsibilities:

#### **Programme and Project Support:**

Contribute to programmes and projects through:

- Assisting with thematic and situational analysis on emerging issues in bioethics and ethics of science and technology;
- Drafting of reports and proposals setting out plans for developing and implementing programmes/projects of the Bioethics and Ethics of Science and Technology Section, including as related to the Recommendation on the Ethics of Artificial Intelligence and other relevant standard-setting instruments, and conducting analysis and evaluation of implementation and delivery of these programmes/projects;
- Assisting with the work of the secretariat of the advisory and statutory bodies under the responsibility of the Bioethics and Ethics of Science Section (the International Bioethics Committee, the Intergovernmental Bioethics Committee, and the World Commission on the Ethics of Scientific Knowledge and Technology), as well as the secretariat of the UN Inter-Agency Committee on Bioethics (UNIACB);

- Contributing to the development and implementation of a smart communication strategy for the work of the Bioethics and Ethics of Science Section;
  - Assisting with the advocacy of UNESCO's norms and standards in bioethics and ethics of science and technology, including the Recommendation on the Ethics of Artificial Intelligence, at the international, regional and national levels;
  - Assisting with the preparation of proposals for new activities in the area of bioethics and ethics of science and technology for better synergy between programmes of different sections within the Sector;
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- Providing substantive, logistical and administrative support to projects, consultations, meetings, events and mission

### **Research and Knowledge Management:**

- Conduct research, compile analysis, data and inputs for publications, documents, projects and policy proposals and recommend elements for integration into the Section's strategies and work.
- Contribute to ensuring that knowledge management systems are current and content is coordinated and shared with SHS staff regardless of location.
- Analyse best practices and current trends to contribute inputs and recommendations to a variety of proposals and reports.
- Contribute to public information and awareness raising activities, organizing and participating in supporting outreach tasks researching, writing, feeding social media, and hosting information points.
- Invest in personal, professional learning in respect of new trends, and maintenance of personal knowledge and expertise.
- Seek, exchange, obtain and clarify input and information from other SHS Sections and from Members States, as relevant.

### **Partnerships:**

- Analyse and compile background data for potential partnerships and fundraising events, dialogues and opportunities.
- Carry out backstopping in support of collaborative activities related to partnerships for colleagues at Headquarters, Field Offices and other Sectors.

### **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 or equivalent) in international relations/governance, bioethics, ethics of science and technology, social and human sciences, or other related fields.

### Work Experience

- Minimum two (2) years of relevant professional experience in project management within the area of social and human sciences, preferably at least one (1) year acquired at the international level.
- Experience in bioethics and ethics of science and technology issues and standards related to these issues.

### Skills and competencies

- Good analytical, organizational and project management skills.
- Excellent coordination and interpersonal skills.
- Good analytical skills with ability to undertake research including the collection and synthesis of information from various sources.
- Excellent written and oral communication skills, including the ability to prepare and present findings and recommendations on issues clearly and concisely.
- Good interpersonal skills with ability to build and maintain effective partnerships at all levels.
- Ability to work effectively in a team and to maintain good working relations within a multi-cultural environment.
- Ability to work effectively under pressure and to meet tight deadlines.
- Good IT skills, including knowledge of standard office software.

### Languages

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

## **DESIRABLE QUALIFICATIONS**

### Work Experience

- Experience with UNESCO's intergovernmental processes and procedures.
- Experience with UNESCO's advisory bodies for bioethics and ethics of science and technology.
- Experience with inter-agency mechanisms of the United Nations System or other multilateral organizations in the area of bioethics and ethics of science and technology.

### Languages

- Knowledge of another official language of UNESCO (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.

For full information on benefits and entitlements, please consult our [Guide to Staff Benefits](#).

## **ASSESSMENT**

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 applies a zero tolerance policy against all forms of harassment.

UNESCO is committed to achieve and sustain 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. Individuals from minority groups, indigenous groups and persons with disabilities, as well as nationals from non-and under-represented Member States ([last update here](#)) 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.

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