

DESK OFFICER (EUROPE & NORTH AMERICA DESK)

Post Number : PAX 309

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

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 16-SEPT-2021

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 Director of External Relations (PAX/DRX) as well as the Chief of Relations with Member States (PAX/DRX/RMS), and under the direct supervision of the Head of the Europe and North America Desk (PAX/DRX/RMS/ENA), the incumbent of the post will contribute to building and strengthening UNESCO's relations with Member States and Regional Organizations in the Europe and North America Region.

To achieve this objective effectively, the incumbent will carry out the following main tasks:

1. Contribute to the formulation of advice and expert information in order to ensure a coherent approach to UNESCO's programme of cooperation with Member States and Regional Intergovernmental Organizations in the assigned Region.

In particular, the incumbent will:

- assess the actual and potential impact of regional, sub-regional and national issues within UNESCO's fields of competence while closely following the events which might affect the situation in the Member States concerned;
- prepare strategic notes, analytical reports and fact-sheets on political and related events within assigned areas with a view to providing up-to-date information, assessment and reports to Senior Management regarding substantive matters as well as the programmatic cooperation between UNESCO and Member States or Regional Organizations concerned;
- provide information and recommendations to the members of the Secretariat regarding the political aspects of UNESCO's relations with Member States and Regional Organizations in the region;
- assemble, update, study, synthesize information and documentation on Member States and UNESCO's cooperation with them, as well as UNESCO's cooperation with relevant Regional and Sub-regional Organizations.

2. Participate in the preparation and organization of meetings between Senior Management and the representatives of Member States from the Europe and North America region.

In particular, the incumbent will:

- prepare - in liaison with the Programme Sectors/Bureaux/Offices both at HQs and in the field as well as concerned Permanent Delegations and National Commissions - briefing notes, talking points and key messages for Senior Management on the cooperation between UNESCO and Member State or Regional Organization concerned;

- participate in the planning and organization of official visits of Senior Management to Member States or to Regional Organizations, in close cooperation with the concerned Field or Liaison Offices, Permanent Delegations and National Commissions;
- accompany, when requested, Senior Management during official visits to Member States and ensure the effective follow-up of such visits.

3. Build and maintain close working relationships with representatives of Member States, notably with Permanent Delegates, Representatives on the Executive Board and Officials of National Commissions.

In particular, the incumbent will:

- search, collect and provide accurate and reliable information on the bilateral cooperation between UNESCO and the Member States concerned;
- facilitate the interaction between the Secretariat and Member States on all aspects of their bilateral cooperation;
- provide Member States and Regional Organizations with assistance and recommendations regarding the visits of their high-level officials to UNESCO and their meetings with Senior Management.

4. Contribute to the ENA Desk's daily work, by undertaking the following tasks:

- represent the Desk at relevant meetings or conferences when designated by his/her supervisor;
- prepare contributions to the Secretariat's reports to the Governing Bodies and follow their sessions;
- study and evaluate the proposals made by Member States concerning anniversaries, exhibitions and relating cultural events;
- study and formulate recommendations concerning the publications, reports and other printed or electronic materials produced by the Programme Sectors and Field Offices;
- contribute to the speeches and messages of Senior Management addressed to Member States and Regional Organizations;
- review and/or draft official correspondence addressed to Member States and Regional Organisations, including replies to the incoming letters;
- draft contracts or other types of documents when and as required;
- ensure appropriate follow-up on different actions attributed to the Desk.

COMPETENCIES (Core / Managerial)

Accountability (C)

Communication (C)

Innovation (C)

Knowledge sharing and continuous improvement (C)

Planning and organizing (C)

Professionalism (C)

Results focus (C)

Teamwork (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 or in other related areas of the social sciences.

Work Experience

- Minimum of four (4) years of progressively responsible relevant experience in the field of international relations, and notably within international organizations and/or on the domain of multilateral diplomacy, of which preferably 2 years acquired at international level.

Skills & Competencies

- Excellent knowledge of the geopolitical situation in the Europe and North America (ENA) region, national and regional political trends.
- Excellent coordination and interpersonal skills.
- Excellent analytical skills, including demonstrated ability to draft succinct analytical notes and provide high-level advice.
- Proven capacity to efficiently manage competing priorities, handle several files simultaneously and perform under time pressure.
- Excellent communication and advocacy skills with internal and external stakeholders at all levels within and outside the Organization.
- Demonstrated management and organizational skills.
- Excellent written and oral communication skills, excellent drafting skills, with proven ability to produce high level quality briefings and letters.
- Proven ability to work effectively in a team in a multicultural environment, with sensitivity and respect for diversity.
- Sense of diplomacy, tact and discretion.

Languages

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

DESIRABLE QUALIFICATIONS

Education

- Advanced university degree in the field of diplomacy, European and North American studies, Communication or Law.

Work Experience

- Experience in drafting factual and substantive briefing notes and official correspondence in both English and French.
- Relevant work experience within an international organization and/or the United Nations system, and specifically in political affairs.

Skills & Competencies

- Good knowledge of the Organization's mandate, vision, strategic direction and priorities.
- Knowledge of the priorities of the ENA Member States in UNESCO.
- Knowledge of political trends in different sub-regions in Europe (e.g. South-East Europe, South Caucasus, etc.).

- Familiarity with the internal politics and foreign policy priorities of ENA Member States.
- Capacity to actively participate in building and strengthening relations with Member States and international organisations.
- Capacity to organize information meetings with Member States.

Languages

- 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.

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 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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