

## **PROGRAMME SPECIALIST (CULTURE)**

Post Number : 6CMBFC0001RP

Grade : P-3

Parent Sector : Culture Sector (CLT)

Duty Station: Yaounde

Job Family: Culture

Type of contract : Fixed Term

Duration of contract : 2 years

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 06-AUG-2021 **EXTENDED**

**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 Culture (ADG/CLT), the direct supervision of the Director of the UNESCO Multisectoral Regional Office for Central Africa in Yaoundé, and in close cooperation with Culture Programme Specialists of the Field Offices in Congo, Gabon, Burundi, DR Congo, other regional offices and at Headquarters, the incumbent ensures the design, implementation and monitoring of the activities carried out under the Major Programme IV-Culture in the countries covered by the Office, in the context of internationally agreed development goals, including the 2030 Agenda for Sustainable Development, and within its efforts to build partnerships and ensure fundraising. The incumbent shall contribute to the coordination and implementation of UNESCO's projects and activities in the field of culture in the region, as well as to emergency/crisis preparedness and response in (post) conflict or (post) disaster countries. The incumbent is also responsible for ensuring UNESCO's contribution to the 'Delivering as One' exercise in the field of culture in the countries covered by the Office with the priority to the inter-agency work.

In particular, the incumbent shall:

- Ensure the planning, management, implementation, monitoring and evaluation of the Culture programme and corresponding workplans within the UNESCO Office in Yaoundé and the operational projects in the field of culture and conventions-related activities to ensure the culture programme delivery in the countries covered by the Office.
- Contribute to the overall delivery of the Office's programme objectives and intersectoral working modalities. Cooperate with concerned staff members and provide inputs, including data and statistics for the preparation of reports and briefings on the implementation of programmes and projects using relevant tools, as well as contribute to intersectoral activities and Office's objectives.
- Contribute to development of countries' policy making by providing policy advice to the Ministries of Culture; establish appropriate activities to promote culture-engaged sustainable development, peace building and reconciliation; promote and support national capacity building in all the key areas of culture through training, to ensure long-term sustainability and use culture and cultural and creative industries as a channel for development, stabilisation and reconstruction; assist vulnerable groups and targeted

professions such as academics in the field of Culture; contribute to the organization of international and regional conferences and meetings in line with the Office strategy and countries' needs; promote ratification and implementation of all UNESCO Culture Conventions.

- Develop and maintain relationships with the countries' national government, particularly the Ministries of Culture, concerned national/local authorities, relevant intergovernmental, regional and sub-regional organizations in Central Africa, cultural institutions, academic institutions, and non-governmental organizations, bilateral and multilateral donors, development banks, international and regional organizations, international institutions and the private sector, as well as donors and other national and international partners in the field of culture.
- Identify, design and implement projects to reinforce the Regular Programme; mobilize voluntary contributions and partnerships. Contribute to resource mobilization by exploring and developing alternative funding mechanisms for the region and individual countries. Draft official correspondence, project proposals and reports before, during and after the project development and implementation to facilitate the evaluation of the results obtained and the impact of UNESCO activities.
- Participate in joint programming exercises towards the 2030 Agenda and in the inter-agency actions in the framework of the UN Reform and 'Delivering as One', such as Common Country Assessments/United Nations Sustainable Development Country Strategy Framework (CCA/UNSDCSF), by providing professional inputs, support and advise to the UN Country Team (UNCT) and maintaining working relations with the concerned staff of the Resident Coordinator Office and other UN agencies, as well as participating in other meeting. Identify entry points for culture in the UN joint programmes and programming processes responding to national activities and needs, contribute to their implementation, monitoring, reporting and evaluation.

### **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 the field of Culture, Humanities, Development Studies, International Relations or Law, or related area.

#### **Work Experience**

- A minimum of four (4) years of progressively responsible and relevant professional experience in the field of culture, of which preferably two (2) years acquired at international level.
- Experience in decision-making procedures.
- Experience in developing and coordinating programme implementation, activities, and projects.

### Skills and competencies

- Proven capacity to produce analytical reports and recommendations in the field of culture and development.
- Good analytical, organizational and coordination skills.
- Excellent written and oral communication skills.
- Sense of priorities, discretion, rigor and tact.
- Ability to work in a team and maintain effective working relations within a multi-cultural environment.
- Good IT skills.

### Languages

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

## **DESIRABLE QUALIFICATIONS**

### Education

- Advanced University degree (PhD) related to the field of Culture, Humanities and/or International Law or related area.

### Work Experience

- Professional experience in the United Nations System or other international development organization(s).
- Experience in fundraising and resource mobilization.
- Experience in outreach activities and partnerships/network building.

### Skills and competencies

- Good knowledge of the UNESCO Culture Programme and its Conventions.
- Knowledge of the 2030 Agenda for Sustainable Development.

## **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 more information in benefits and entitlements, please consult [ICSC website](#).

## **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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