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## PROGRAMME SPECIALIST (GENDER EQUALITY)

Post Number : CAB 021

Grade : P-4

Parent Sector : Gender Equality Division (GEN)

Duty Station: Paris

Job Family: Programme Coordination

Type of contract : Fixed Term

Duration of contract : 2 years

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 08-MAR-2022

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

### OVERVIEW OF THE FUNCTIONS OF THE POST

***UNESCO has always been at the forefront of efforts to support women's rights, women's empowerment and gender equality. Gender equality is central to UNESCO's overarching objectives of peace and sustainable development. Through identifying Gender Equality as a global priority for the Organization, UNESCO has committed to making a positive and lasting contribution to women's empowerment and gender equality around the world.***

Under the authority and direct supervision of the Director of the Division for Gender Equality in the Office of the Director-General at UNESCO Headquarters, the incumbent will participate in the effective implementation of UNESCO's Priority Gender Equality, as defined in its Medium-Term Strategy for 2022-

2029.

Within this context, the incumbent will more particularly:

- Design and support implementation of systematic, comprehensive, and realistic plans for an effective organization-wide roll-out of gender mainstreaming, using and improving existing tools and developing new ones as required; provide technical and advisory inputs pertaining to gender equality and women's empowerment in UNESCO's domains and flagship initiatives.
- Manage delivery of results by using up-to-date best practices and ensuring capacity building leading to transformative gender equality action. Monitor and report on implementation of Priority Gender Equality across all levels of the organization and the Category I Institutes and propose corrective measures as necessary; prepare and organize progress reports and reviews.
- Develop and disseminate policy guidelines and tools to promote organizational change in the context of Priority Gender Equality. Provide support to the Director of Gender Equality in leading the global Priority Gender Equality, reporting to the governing bodies and liaising with Sectors and Field Offices.
- Contribute to the implementation of planning/budgeting and the management of financial and human resources: participate in resource mobilization and provide support through partnership building and development of funding proposals in Gender Equality.
- Facilitate effective communication and knowledge exchange in the context of Gender Equality, within the 2030 Agenda for Sustainable Development and UN Women Generation Equality Actions between internal and external actors; in collaboration with other team members, develop communication strategies and oversee communication activities to raise the visibility and support the design and coordination for advocacy events.

## **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)

Building partnerships (M)

Driving and managing change (M)

Leading and empowering others (M)

Making quality decisions (M)

Managing performance (M)

Strategic thinking (M)

For detailed information, please consult the [UNESCO Competency Framework](#).

## **REQUIRED QUALIFICATIONS**

### **Education**

- Advanced university degree (Master's or equivalent) in gender studies, social sciences, international development, or a related field.

### **Work Experience**

- A minimum of seven (7) years of progressive professional experience in the area of gender equality, women's empowerment and gender mainstreaming, of which preferably three (3) years

acquired at international level.

- Proven experience in preparing, managing, coordinating, monitoring and evaluating programmes/projects in the area of gender equality.
- Proven experience in capacity building on gender equality methodology and reporting.
- Proven experience in resource mobilization.

### **Skills & Competencies**

- Demonstrated expertise in promoting gender equality in one or more of the UNESCO domains.
- Demonstrated professional knowledge of gender equality concepts and methodological application, critical thinking as evidenced by research and preparation of professional texts.
- Excellent organizational and coordination skills, with ability to establish and/or follow plans and priorities, as well as implementing them effectively.
- Excellent inter-personal skills including the ability to establish and to maintain effective working relations and partnerships with a wide range of stakeholders.
- Demonstrated ability to manage and motivate staff and teams and to maintain effective working relationships in a multi-cultural environment.
- Excellent (oral and written) communication and editing skills, with proven ability to draft clearly and concisely.
- Demonstrated ability to work effectively under pressure, to manage heavy workload and to meet tight deadlines.
- Solid IT skills, including knowledge of standard office software.

### **Languages**

- Excellent knowledge (written and spoken) of English and French are required for this post.

## **DESIRABLE QUALIFICATIONS**

### **Education**

- Training in project management and drafting funding proposals.

### **Work Experience**

- Experience in the UN system or in an international development cooperation organization.
- Demonstrated experience in establishing and maintaining professional networks.
- Experience in conducting innovative communication campaigns.

### **Skills & Competencies**

- Knowledge of UNESCO's work in the field of implementation of Priority Gender Equality and familiarity with the related activities.
- Knowledge of web content and social media management.

### **Languages**

- Knowledge of another official UNESCO language (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](#).

## **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 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”.*

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