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PROGRAMME SPECIALIST (SOCIAL AND HUMAN SCIENCES)

Post Number : 4IDSHS0003RP

Grade : P-3

Parent Sector : Social and Human Sciences Sector (SHS)

Duty Station: Jakarta

Job Family: Social and Human Sciences

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

Under the overall authority of the Assistant Director-General, Social and Human Science Sector (ADG/SHS), and the direct supervision of the Director, UNESCO Jakarta office, the incumbent will work within the frameworks of UNESCO's Medium-Term Strategy, the approved Programme and Budget (C/5) and global 2030 agenda for sustainable development. S/he shall supervise staff if needed, and deliver on the Social and Human Sciences (SHS) Programme to ensure effective design, implementation and coordination of activities carried out under Major Programme IV (SHS) in the countries covered by the Office. S/he is also responsible for building partnerships, ensuring fund-raising, and contributing to the Delivering as One exercise in the field of SHS in the countries covered by the Office. In particular, the incumbent shall:

Programme and Project Work:

- Contribute to the overall delivery of the Office's programme objectives and intersectoral working modalities.
- Facilitating coordination of the SHS programme at sub-regional level by providing guidance to the national offices, antennas, and focal points of the sub-region, in the planning and development of programmes, projects, and activities of the SHS Sector.
- Implement, monitor, evaluate, and report on programme activities included in C/5s and extrabudgetary funded projects.
- Creation and dissemination of publications and Toolkits.
- Contribute to UNESCO's engagement in UN joint work, including the preparation of Common Country Assessments (CCA), UN Sustainable Development Cooperation Frameworks (UNSDCF) and UNESCO Country Strategy Documents (UCSD).
- Engage actively in UN interagency working groups and other cooperative mechanisms, as well as, in cooperation with key non-UN partners such as ASEAN.
- Organize consultations within the Cluster countries, provide advice and guidance to Governments, Civil Society organizations, and the private sector on the development of strategies, and policies, in the area of Social and Human Science.

Advice and Knowledge Management:

- Research, recommend, and contribute to the development and expansion of a knowledge base on the programme.
- Ensure technical backstopping for projects and events, and provide technical support to colleagues in the region, other Field Offices, and Institutes, as related to assignments and priorities.
- Ensure regular contributions to web and printed content, and dissemination to colleagues, peers, and stakeholders.

Networking and Partnerships:

- Building, maintaining, and enhancing working relations with concerned national/local authorities, relevant intergovernmental and non-governmental organizations.
- Liaise with colleagues within the Sector and in other Sectors, in own and other regions, and Field Offices, Headquarters, Institutes and stakeholders to discuss developments, exchange and archive ideas.
- Support the development and implementation of SHS related programmes and activities as agreed in the MoU between UNESCO and ASEAN, as well as relating to other active MoUs (e.g., SEAMEO).
- Attend and participate in meetings, conferences, workshops, and seminars, promoting knowledge sharing, contributing to advocacy efforts, and promoting approaches and interventions of proven effectiveness.

Resource mobilization:

- Identify, design, and implement Extra-budgetary projects to reinforce Regular Programme and mobilization of resources and partnerships, including, civil society organizations and private sector.

Office Support:

- Ensure support to events, key initiatives and conferences either hosted by the Office or requiring Office presence.
- Coordinate and/or prepare reports, notes, memoranda, briefings and other correspondence and documents, including news articles and social media contributions.

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 social and human sciences, political science, international relations or a closely related discipline.
- A first-level university degree in the field of social and human sciences, political science, international relations or a related discipline, in combination with two (2) additional years of relevant work experience may be accepted in lieu of the advanced university degree.

Work Experience

- Minimum 4 years of progressive relevant professional experience in the area of social and human sciences at national and international level.
- Experience in one of the following domains: management of social transformations, social inclusion, intercultural dialogue, bioethics and ethics of science and technology, youth and sport.
- Experience in implementing programmes/projects.

Skills and Competencies

- Good analytical, organizational and project management skills.
- Excellent coordination and interpersonal skills.
- Knowledge of results-based management.
- Capacity to build and maintain effective working relations with national/local authorities, relevant institutions, intergovernmental and non-governmental organizations.
- Ability to communicate and negotiate effectively and persuasively (orally and in writing) with various stakeholders at all levels, within and outside the organization.
- Capacity to fund-raise and build partnerships.
- Ability to work effectively in a team and to maintain effective working relationships in a multicultural environment.
- Solid IT skills including knowledge of office software.

Languages

- Excellent knowledge (written and spoken) of English.

DESIRABLE QUALIFICATIONS

Work Experience

- At least 2 years of professional experience at international level, in the UN system or in international development cooperation.
- Experience in establishing and maintaining professional networks.
- Track record in research and analysis in the fields relevant to the post as demonstrated through authored peer-reviewed publications.

Skills and Competencies

- Good knowledge of UNESCO's work in the field, and familiarity with SHS Sector activities.
- Familiarity with the work and general functioning of international organizations and/or the United Nations System.
- Knowledge of the geopolitical context of the region.

Languages

- Good/fair knowledge of French.
- Knowledge of other 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](#).

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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