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## CHIEF OF UNIT (PARTICIPATION PROGRAMME & EMERGENCY ASSISTANCE)

Post Number : PAX 322

Grade : P-4

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 with possibility of renewal

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 18-JULY-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 Priority Africa and External Relations (ADG/PAX) and the overall supervision of the Director of the Division of External Relations (PAX/DRX), and the direct supervision of the Chief of the Section for Relations with Member States (PAX/DRX/RMS), the incumbent manages UNESCO's Participation Programme and Emergency Assistance. This will include building up a partnership strategy with Member States and partners as well as advocating for UNESCO's Major Programmes and strengthening UNESCO's visibility.

In particular, the Chief of the Participation Programme and Emergency Assistance Unit (PAX/DRX/PPU) will perform the following tasks:

- Advise and assist ADG/PAX and DIR/DRX in ensuring the management of the Participation Programme and in the execution of the decisions of the Director-General and the Governing Bodies on this Programme in strict conformity with the relevant resolutions, decisions and UNESCO Manual, in close liaison with all concerned stakeholders, notably National Commissions, Permanent Delegations and official partners, as well as in close coordination with Participation Programme focal points within the Secretariat, particularly Programme Sectors, Central Services and Field Offices.
- Identify and analyse the links between the Participation Programme and the programmes and priorities of the Organization and advise his/her direct supervisors in order to prepare them for possible discussion with Member States; prepare the required statutory documents on the Participation Programme implementation for the Governing Bodies, as well as other correspondence, information notes, briefings on politically sensitive issues and statistical analyses concerning the Participation Programme.
- Propose and ensure the implementation of new strategy and practical changes to further strengthen both the evaluation and approval process of the Participation Programme.
- Advocate for UNESCO's Participation Programme projects with key stakeholder groups as to give UNESCO's activities and priorities increased and more positive visibility in Member States.
- Act as UNESCO's focal point for the Participation Programme in relations with Member States, ensuring the exchange of relevant information and follow-up of programme implementation.
- Supervise and evaluate the work of the new Participation Programme and Emergency Assistance Unit (PAX/DRX/PPU), including by setting objectives, developing and maintaining efficient tools, reports and evaluating results.

## **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)

Making quality decisions (M)

Leading and empowering others (M)

Strategic thinking (M)

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, Social Sciences or in another related areas.

### **Work Experience**

- Minimum of seven (7) years of progressively responsible relevant professional experience in the field of diplomacy, international relations, international cooperation, of which preferably three (3) years acquired at the international level, preferably with reference to relations with Member States.
- Experience in development of analytical and strategic documents and advice.
- Experience in leading, managing and motivating staff and teams

**Skills/Competencies**

- Commitment to and knowledge of the Organization's mandate, vision, strategic direction and priorities.
- Knowledge of UNESCO's Participation Programme.
- Excellent coordination, management and interpersonal skills.
- Excellent analytical and drafting skills, including demonstrated ability to provide high-level advice.
- Ability to communicate, advocate, and negotiate with colleagues, staff and stakeholders at all levels within and outside the Organization.
- Ability to work effectively in a team and motivate teams in a multicultural environment.
- Sense of diplomacy, tact and discretion

**Languages**

- Excellent knowledge of English or French and good knowledge of the other language.

**DESIRABLE QUALIFICATIONS****Work Experience**

- Familiarity with the work and general functioning of international organizations and/or the UN System.
- Experience in conducting dialogue with representatives of Member States.

**Skills/Competencies**

- Sound judgement and decision-making skills.
- Sound knowledge and understanding of current international affairs.

**Languages**

- Knowledge of other UNESCO official 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 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*

*([last update here](#)) 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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