

Search by Keyword

Show More Options

Search by Location

Search Jobs

Clear

Select how often (in days) to receive an alert:

 Create Alert

Share this Job

Apply now »

## PROGRAMME SPECIALIST (CULTURE)

Post Number : 3CUCLT0006RP

Grade : P-4

Parent Sector : Culture Sector (CLT)

Duty Station: Havana

Job Family: Culture

Type of contract : Fixed Term with possibility of renewal

Duration of contract : 2 years

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 14-NOV-2022 Extended

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

### OVERVIEW OF THE FUNCTIONS OF THE POST

The UNESCO Office in Havana serves as the Regional Bureau for Culture for Latin America and the Caribbean, Cluster Office for Cuba, Haiti and the Dominican Republic and Representation in Cuba and the Dominican Republic. In the field of culture, The Office implements the culture programme in the Member States under its direct responsibility, assists the UNESCO Office in Port-au-Prince in the planning and implementation of its culture programme and implements a number of activities at the regional level. It promotes the cooperation among the UNESCO offices in the region, particularly the culture programme specialists, in the planning and implementation of programme activities.

Under the overall authority of the Assistant Director-General for Culture (ADG/CLT) and the direct supervision of the Director of the UNESCO Office in Havana, the incumbent shall contribute to the programme and projects in the field of culture and ensure the design, development, planning, monitoring and implementation of activities carried out under Major Programme IV – Culture in the countries covered

by the Office. The incumbent is also responsible for preparing inputs for the UNESCO Medium-Term Strategy (C/4), the Programme and Budget (C/5) and related work plans, as well as for developing partnerships and fundraising activities, and for UNESCO's contribution to the 'Delivering as One' exercise in the field of culture in the countries covered by the Office. S/he also leads and supervises staff of the Culture Unit of the Office.

The incumbent will also contribute to the implementation of initiatives related to the UNESCO global priorities (Africa and Gender Equality), priority groups (Small Island Developing States – SIDS) and transversal thematic areas, such as Culture and Education, Culture and Climate Change, Indigenous Peoples, SIDS, and Youth.

In particular, the incumbent will:

- Ensure the delivery of the Culture Programme in the countries covered by the Office in line with the Culture Sector's strategies and priorities, particularly through capacity-building, policy advice, technical assistance and networking of relevant stakeholders in the Culture Sector's field of competence and in the advocacy of the linkages between culture and development.
- Facilitate the coordination of the Culture Programme at sub-regional level by providing technical advice and guidance to the National Offices, Antennas and Focal Points of the sub-regional in the planning and development of programmes, projects and activities of the Culture Sector.
- Contribute to the design, implementation, reporting and monitoring of programmes and projects in the field of culture, funded by the Regular Programme and voluntary contributions. Provide inputs, including qualitative and quantitative data, for the preparation of reports and briefings on programme implementation. Contribute to the overall delivery of and reporting on the Office's programme objectives and intersectoral working modalities.
- Provide policy advice and technical assistance to relevant stakeholders at regional, national and local levels, in the Culture Sector's fields of competence as well as substantive contributions in the field of culture for the development of local, national, regional and international strategies.
- Facilitate and develop capacity building and training activities and projects to support Member States, cultural institutions and culture professionals in view of the strategic objectives of protecting, promoting and transmitting heritage and fostering creativity and the diversity of cultural expressions, including preparedness and response in case of crises and emergencies.
- Assist Member States in their efforts to implement the 2030 Agenda for Sustainable Development and specifically promote the role of culture for sustainable development, as well as to undertake assessment needs related to culture.
- Build, maintain and enhance strong and strategic working relationships with the concerned national/local authorities, cultural institutions and relevant intergovernmental and non-governmental organizations.
- Build and enhance partnerships with UN Agencies, bilateral and multilateral donors/partners, development banks, international institutions and the private sector in order to conceptualize and design concept notes and project proposals based on situational analyses in line with the priorities of Major Programme IV – Culture and the CLT Resources Mobilization Framework. Ensure the required fundraising in order to reinforce the Regular Programme by mobilizing resources and building partnerships including with the private sector.
- Develop actions, programmes and activities in the framework of the UN Reform and 'Delivering as One', such as Common Country Assessments/United Nations Sustainable Development Cooperation Framework (CCA/UNSDCF), regional and sub-regional joint initiatives and programmes, etc.

### **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 the field of culture, social sciences, political science, international law, humanities, or a related discipline.

### **Work Experience**

- Minimum of seven (7) years of progressively responsible relevant professional experience in the field of culture, of which preferably three (3) years acquired at the international level.
- Proven experience in designing and implementing programmes/projects in the field of culture.
- Demonstrated experience in fundraising and resource mobilization.

### **Skills & Competencies**

- Excellent project management skills.
- Excellent capacity to collect, synthesize and analyse information from various sources and to draft documents in a clear and concise manner.
- Excellent written and oral communication skills.
- Demonstrated capacity to provide guidance and to lead and motivate a multicultural team with sensitivity and respect for diversity.
- Proven ability to build, maintain and enhance working relations with national/local authorities, cultural institutions and relevant intergovernmental and non-governmental organizations.
- Proven ability to maintain effective working relations in a multicultural environment
- Proven ability to engage in resource mobilization and build strategic and sustained partnerships.

### **Languages**

- Excellent knowledge of English (both written and oral)
- Good knowledge of Spanish

## **DESIRABLE QUALIFICATIONS**

### **Education**

- Advanced University degree (PhD) in the field of culture, social sciences, political science, international law, humanities, or a related discipline.

### **Work Experience**

- Relevant professional experience in the United Nations System or other international organization(s)

### **Skills/Competencies**

- Good knowledge of the UNESCO Culture Conventions, Recommendations, and programmes in the field of culture.
- Good knowledge of UNESCO's rules, regulations and procedures.

### **Languages**

- Knowledge of another/other UNESCO official language(s) (Arabic, Chinese, French or Russian).

## **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.

The approximate annual starting salary for this post is 119 300 US \$

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.*

[Apply now »](#)

[Disclaimer of use](#)

---

[Access to Information Policy](#)

---

[Privacy Policy](#)

---

[UNESCO Name & Logo](#)

---

[FAQ](#)

---

[Environmental and Social Policies](#)

---

[Protection of human rights : Procedure 104](#)

---

[Transparency Portal](#)

---

[Scam alert](#)

---

[Report fraud, abuse, misconduct](#)

---

© UNESCO 2019

---



UNESCO applies a zero tolerance policy against all forms of harassment