

ADVISOR FOR CULTURE

Post Number : CAB 085

Grade : P-4

Parent Sector : Office of the Director-General (CAB)

Duty Station: Paris

Job Family: Culture

Type of contract : Fixed Term

Duration of contract : 2 years, renewable

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 02-OCT-2023

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

OVERVIEW OF THE FUNCTIONS OF THE POST

The Cabinet of the Director-General is established with the aim to support the Director-General and her Advisors in defining strategic orientations and managing institutional relations, including in the field of culture, in liaison with UNESCO's Culture Sector.

Under the overall authority of the Chief of Staff, the incumbent contributes, with a high degree of autonomy, to Cabinet activities and the execution of its mandate. The incumbent is responsible for liaison between the Cabinet and the Culture Sector, providing guidance and reviewing content while keeping the Director-General and the Chief of Staff closely informed and ensuring implementation of their decisions.

In particular, the incumbent will:

- Provide senior-level strategic decision-making support to the Director-General and the Chief of Staff on matters related to the Culture Sector Conventions and flagship programmes, including strategic and political analysis, sensitive advice and recommendations.
- Monitor global and emerging trends in the field of culture in coordination with the relevant services and advise on priorities necessary to respond and oversee effective implementation of these.
- Review and analyze requests, reports and documents submitted by the Culture Sector to the Director-General. Identify in these documents critical elements that should be highlighted for the Director-General's attention, verify and obtain additional information or clarification when necessary; and provide guidance, proposals and recommendations on actions to be taken for the Director-General's consideration and final decision.
- Collaborate effectively with the leadership of the Culture Sector and other sectors as appropriate, promoting innovative and intersectoral approaches, appropriate exchange of information among sectors, field offices and the Cabinet of the Director-General, in a team approach to the delivery of UNESCO's mandate.
- Elaborate and manage, with the relevant Cabinet members and services, the communications of the Director-General related to culture events and programmes (including speeches, interviews, and media stakeouts); and carry out research and consultations in preparation of the Director-General's meetings, including with high-level personalities in the field of culture.
- Participate in travels on mission with the Director-General and contribute to the preparation of the Director-General's official visits, which may include the preparation of programmes and briefings, examining official correspondence from representatives of Member States and

drafting/reviewing responses, ensuring that appropriate follow-up is taken of the discussions held by the Director-General.

- Participate in relevant working groups and task forces and coordinate the proposals to be submitted to the Director-General.
- Vet, and when necessary, redraft documents submitted by the Culture Sector for UNESCO's Governing Bodies, including strategic documents addressed to the governing bodies of UNESCO's Culture Conventions.

COMPETENCIES (Core / Managerial)

Accountability (C)

Communication (C)

Innovation (C)

Knowledge sharing and continuous improvement (C)

Planning and organizing (C)

Professionalism (C)

Results focus (C)

Teamwork (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 cultural heritage, architecture, arts or a closely related field.

Work Experience

- A minimum of seven (7) years of progressively responsible relevant professional experience in the field of international cooperation, including in cultural cooperation, of which preferably three (3) years acquired at international level.
- Experience in providing advice to senior management.
- Experience in leading technical assistance and managing culture programmes, including in emergency and crisis contexts.
- Experience in supervising staff.

Skills & Competencies

- Ability to collect evidence, synthesize and critically analyze and filter information or data on multiple and complex matters from various sources for informed decision-making purposes by senior management.
- Solid written and oral communication skills with proven ability to prepare and draft clear, concise documents, reports and recommendations and the ability to present and discuss findings on issues of a technical nature in the area of culture clearly and concisely.

- Excellent organizational, coordination and interpersonal skills, including the ability to interact with diverse stakeholders.
- Ability to work in a team, including supervising staff, and to maintain effective working relationships in a multi-cultural environment.
- Strong analytical, anticipation and problem-solving skills with ability to identify key strategic issues, objectives, opportunities and risks.
- Ability to take initiatives and to handle assignments, working with a high degree of independence, on various matters related to advice, operations, policy analysis, political issues and organizational-wide issues in the area of culture.
- Ability to assess and monitor activities and to take responsibility for ensuring that appropriate follow-up action is taken and the relevant decisions implemented.
- Ability to effectively manage competing deadlines.
- Strong sense of ethics, integrity, tact, discretion and diplomacy.

Languages

- Excellent knowledge of the two working languages of the Organization (English and French).

DESIRABLE QUALIFICATIONS

Education

- Advanced university degree in political science, international relations or social sciences.

Work Experience

- Solid work experience within a United Nations agency or programme, in a relevant context.

Skills & Competencies

- Strong knowledge and understanding of UNESCO's mandate, vision, strategic direction as well as its programmes and priorities, including in the field of culture, and ability to articulate a variety of issues with regard to the Organizations' priorities.
- Very good knowledge and understanding of UNESCO's Culture Conventions and the approved programmes, as well as the related governing bodies.
- Proven ability to identify emerging trends, needs and priorities of the Culture Sector.
- Knowledge of the work of international organizations and/or the United Nations System.

Languages

- Knowledge of another 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.

The approximate annual starting salary for this post is 119 932 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.