

# ASSOCIATE LIAISON OFFICER

Post Number : PAX 010

Grade : P-2

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, renewable

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 31-JULY-2023

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

## OVERVIEW OF THE FUNCTIONS OF THE POST

Under the authority of the Assistant Director-General for Priority Africa and External Relations (ADG/PAX) and the direct supervision of the Chief of the Coordination and Field Support Office (PAX/COR), the incumbent will assist the latter in the coordination, liaison, evaluation, information and communication tasks of the Coordination and Field Support Office.

The incumbent of the post will:

- Assist the Chief PAX/COR with regard to the coordination of the Sector's activities and ensure the follow-up of PAX/COR's and ADG/PAX's decisions/instructions within established deadlines.
  - Ensure appropriate follow-up on tasks assigned to corresponding PAX divisions and monitor their timely execution within given deadlines.
  - Examine and analyse PAX regular incoming mail and files for action and verify/revise content (if necessary) prior to ADG/PAX's visa/signature.
  - Draft reports, memoranda, circular letters and instruction notes, correspondence for PAX/COR's and ADG/PAX's signature.
  - Assist in the follow-up of PAX directorate meetings.
  - Assist the Chief PAX/COR in coordinating the Sector's contributions to the Medium-Term Strategy (C/4), the Programme and Budget (C/5), the reports of the Director-General to the Governing Bodies on the activities of the Organisation (C/3), and to other relevant General Conference and Executive Board documents or UNESCO documents and publications as appropriate; consolidate PAX's draft contribution to these reports and the Sector's periodic activity reports.
  - Prepare preliminary draft of ADG/PAX's official speeches and interventions before the governing and subsidiary bodies; research and consolidate elements needed for draft; review the quality assessment of drafts prepared by other PAX units for ADG/PAX.
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- Review content of PAX briefings for the Director-General's and PAX/COR's official appointments and missions within fixed deadlines; review all Participation Programme files prior to ADG/PAX's final visa/signature.
  - Participate when requested for PAX/COR in intersectoral meetings and follow the work of intergovernmental commissions and committees / subsidiary organs established by the General Conference and report thereon and attend meetings of the Headquarters Committee

and its Bureau and report on matters of concern to PAX; liaise for PAX/COR with the designated Focal Points participating in the intersectoral platforms.

- Cover sectoral information meetings with Permanent Delegations and prepare executive summary/report for PAX/COR; liaise with Programme Sectors for their preparation.
- Assist in the preparation of the Director-General's meetings with Permanent Delegations organised by PAX.
- Provide information on the Sector's activities to internal and external partners and verify quality of PAX listings.

### **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 degree or equivalent) in the field of International Relations, Political Science, Law or in other related area.

#### **Work Experience**

- A minimum of (two) 2 years of relevant experience in the field of international cooperation, international relations and/or diplomacy, of which preferably one (1) year acquired at the international level.
- Experience in drafting strategic position papers and analytical documents.

#### **Skills & Competencies**

- Proven coordination, organizational and analytical skills, including demonstrated ability to provide advice and analysis.
- Excellent interpersonal and communication skills with ability to produce quality briefings.
- Excellent drafting skills with ability to produce high quality reports/notes/briefings on technical and strategic issues.
- Proven ability to communicate, advocate, and exchange with colleagues, staff and stakeholders within and outside the organization.
- Proven ability to work effectively in diverse teams in a multicultural environment.
- Sense of diplomacy, tact and discretion.

#### **Languages**

- Excellent knowledge (written and spoken) of English or French and good knowledge of the other language.

## DESIRABLE QUALIFICATIONS

### Work Experience

- Experience in the field of coordination, liaison and evaluation.

### Skills & Competencies

- Familiarity with the work and general functioning of international organizations and/or the UN system.
- Capacity to actively participate in building and strengthening relations with Member States and partners.

### Languages

- Knowledge of other official UNESCO 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.

The approximate annual starting salary for this post is 77 127 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*

