

## LIAISON OFFICER

Post Number : PAX 350

Grade : P-3

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) : 23-JAN-2024

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 direct supervision of the Director for Priority Africa Coordination Division (DIR/PAX/AFR), the incumbent contributes to the implementation of the UNESCO Global Priority Africa and its Operational Strategy (2022-2029) and support the development, implementation and monitoring of PAX/AFR activities.

The tasks will include coordination of UNESCO's contribution to the Agenda 2063 "the Africa We Want" and Sustainable Development Goals, as well as strengthening country engagement, knowledge management, and programme development to enable more efficient implementation of Global Priority Africa.

In particular, the incumbent will:

- Contribute to the formulation of policy advice and expert information in order to ensure a coherent approach to UNESCO's programmes in relation to Global Priority Africa; including through the preparation of briefings, advisory notes and analytical notes, and drafting correspondence to consolidate UNESCO's cooperation with the Africa Continent.
- Support and contribute to the reporting on the progress of Global Priority Africa and its flagship programmes to the Governing bodies of the Organization, notably the Executive Board and General Conference, and through other substantive engagements with UNESCO's Member States.
- Coordinate, and monitor the development of strategic approaches and implementation of activities oriented towards the future of Africa in close collaboration with UNESCO's programme sectors, regional and national Field Offices as well as relevant African institutions.
- Facilitate the outreach with UNESCO's Member States, notably the Africa Group on progress regarding the Global Priority Africa and its Operational Strategy of Priority Africa and its flagships. Organize expert events, workshops, seminars knowledge sharing platforms, etc. and other mechanisms, which should be undertaken through close interaction with Member States, programme sectors and Field Offices and relevant services.
- Promote social mobilization and outreach for the enhancement of Global Priority Africa.

### 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 public administration, international relations, political sciences, social sciences or other related fields.

### **Work Experience**

- At least four (4) years of relevant professional experience in the field of coordination, planning, monitoring, of which preferably two (2) years acquired at international level.

### **Skills & Competencies**

- Commitment and knowledge of the Organization's mandate, vision, strategic direction and priorities.
- Excellent organizational and coordination skills, with proven ability to prepare and draft high quality documents and reports.
- Excellent interpersonal and communication skills and ability to establish and maintain positive and effective working relationships in a multi-cultural team and environment.
- Capacity to deal efficiently with different stakeholders, institutions and partners at all levels.
- Sense of diplomacy, discretion, and professional integrity.
- Excellent IT skills (Outlook, Word, Excel, PowerPoint, etc.).

### **Languages**

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

## **DESIRABLE QUALIFICATIONS**

### **Education**

- Courses/degree/training in a field related to the post.

### **Work Experience**

- Working experience in similar functions withing the UN system or an international organization/institution.

### **Skills & Competencies**

- Good geopolitical knowledge of the Africa region.
- Familiarity with the work and general functioning of international organizations and/or the UN system.
- Excellent proof-reading skills.

### **Languages**

- Knowledge of another official languages of UNESCO (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 97 207 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.*