

PROGRAMME SPECIALIST (CULTURE)

Post Number : 3CRCLT0001RP

Grade : P-3

Parent Sector : Culture Sector (CLT)

Duty Station: San Jose

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) : 12-JUN-2023

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 Culture (ADG/CLT) and the direct supervision of the Director of the UNESCO Office in San José, the incumbent ensures the design, implementation and monitoring of the activities carried out under Major Programme IV – Culture in the countries covered by the Office (Costa Rica, El Salvador, Honduras, Nicaragua, Panama) in the context of internationally agreed development goals, including the 2030 Agenda for Sustainable Development, and within its efforts to build partnerships and ensure resource mobilization. The incumbent is also responsible for ensuring UNESCO's contribution to the 'Delivering as One' exercise in the field of culture in the countries covered by the Office within the framework of the priorities to the inter-agency work defined for the Office, while positioning UNESCO in the United Nations relevant frameworks.

The incumbent will also contribute to the design, implementation, monitoring and reporting on programmes and projects as well as resource mobilization activities undertaken by the Office in the framework of UNESCO's global priorities (Africa and Gender Equality), and transversal thematic areas, such as Culture and Education, Culture and Climate Change, Indigenous Peoples, as well as for its priority groups (Small Island Developing States – SIDS, and Youth).

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 culture, social sciences, political science, international law, humanities, or a related discipline.

Work Experience

- Minimum of four (4) years of progressively responsible relevant professional experience in the field of culture or a related field, of which preferably two (2) years acquired at the international level.
- Proven experience in designing and implementing programmes/projects in the field of culture or related fields.

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.
- Ability to work in a team in a multidisciplinary and multicultural environment.
- Capacity to build and maintain effective working relations with national/local authorities, cultural institutions and relevant intergovernmental and non-governmental organizations.
- Excellent organizational and coordination skills required to manage a heavy workload and to meet tight deadlines, paying close attention to detail and quality of work.
- Good IT skills, including knowledge of MS software (Word, Excel, PowerPoint etc.).

Languages

- Excellent knowledge (written and spoken) of English or Spanish and a good knowledge of the other.

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).
- Experience in fundraising and resource mobilization.

Skills/Competencies

- Knowledge of UNESCO's standard setting instruments in the field of culture.
- Good knowledge of resource mobilization mechanisms, with proven ability to mobilize resources and build partnerships.

Languages

- Good knowledge of French.

- Knowledge of another/other UNESCO official language(s) (Arabic, Chinese, 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 89 833 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.