

CHIEF OF SECTION, CONFERENCES AND CULTURAL EVENTS MANAGEMENT SECTION

Post Number : CLD-633

Grade : P-5

Parent Sector : Sector For Administration and Management (ADM)

Duty Station: Paris

Job Family: General Administrative Support

Type of contract : Fixed Term

Duration of contract : 2 years, renewable

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 16-APR-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 Administration and Management (ADG/ADM) and the direct supervision of the Director for Conferences, Languages and Documents (DIR/ADM/CLD), the incumbent, as Chief of Section for Conferences and Cultural Events management(ADM/CLD/C) will be responsible for designing, leading and coordinating all operations, including interpretation, related to the organization of events held at Headquarters and in the field , when required. In addition, the incumbent will be responsible for the overall management of the Section and its staff. More specifically, the incumbent will be expected to perform the following duties:

- Proactively collaborate with UNESCO services to establish smooth planning of events (conferences and meetings, exhibitions and cultural events) at Headquarters and in the field, and to provide effective support of their organization.
- Provide operational advice and guidance to organizers on the format for the event, on the planning, resource requirements including for interpretation, allocation of rooms and spaces in line with arising priorities, IT, logistical support, security and any other requisite material arrangements ;
- Provide leadership and direction to the units within the Section in order to ensure effective and efficient delivery of support services to enable the organization of events ;
- Undertake administrative tasks necessary for the functioning of the Section, reporting on administrative and financial aspects, coaching and developing staff competencies and present proposals for continuous improvement to create best practices environment and to ensure that existing processes are regularly reviewed and developed;
- Provide advice to the Director on the current business model and opportunities to streamline processes, to strengthen sustainability and accessibility of events taking into account the UNESCO general framework.
- Advise in general on strategic issues and opportunities to improve the effectiveness and efficiency of the events management and to provide fully satisfactory client services.

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)
REQUIRED QUALIFICATIONS

Education

- Advanced university degree (Master's or equivalent) in business administration, management, economics, political sciences, engineering, architecture or a related field.

Work Experience

- A minimum of 10 years of relevant professional experience in administration, management, or a relevant field of which a minimum of 5 years in events management or related areas preferably acquired at an international level;
- Proven experience in project management with various professions and in managing significant material, human and financial resources and solid background in strategic, operational, and financial management preferably in an international organization.

Skills & Competencies

- Demonstrated strong organizational skills with ability to establish plans and priorities and effectively coordinate them and ensure the follow up;
- Sound capacity to make proper judgement on sensitive issues and to escalate them for decision;
- Demonstrated client-oriented approach, with experience of developing or improving procedures in order to facilitate clients' access to services;
- Demonstrated ability to establish and maintain partnerships and to ensure a high-level coordination and cooperation with internal and external stakeholders;
- proven ability to manage multicultural teams, to introduce and manage change;
- Strong interpersonal and communication skills;
- IT literacy or capacity of overseeing the application of IT to the improvement of business processes.

Languages

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

DESIRABLE QUALIFICATIONS

Work Experience

- Experience working for international organizations or United Nations agencies.

Languages

- Knowledge of another official language of UNESCO (Arabic, Chinese, Russian, 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 143 825 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.