

## COORDINATION OFFICER

Post Number : GBS 017

Grade : P-3

Parent Sector : Secretariat of the Governing Bodies (GBS)

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) : 08-APR-2024

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

### OVERVIEW OF THE FUNCTIONS OF THE POST

Under the direct authority of the Director of the Governing Bodies Secretariat and Secretary of the General Conference and the Executive Board, and the direct supervision of the Deputy Secretary of the Executive Board and the Deputy Secretary of the General Conference, the Coordination Officer works within the Secretariat of the Governing Bodies (GBS). The incumbent is a member of the GBS management team and plays a key role in the smooth functioning of the Executive Board and General Conference sessions in relation to the Secretariat, Member States, the Chairperson of the Executive Board and the President of the General Conference. The incumbent replaces the Deputy Secretary of the Executive Board or the Deputy Secretary of the General Conference as required.

In particular, the incumbent will be responsible for the following:

- Advise and make recommendations to the Secretary on all operational and technical aspects of the organisation of the Executive Board and General Conference sessions.
- Undertake the organisation of the Executive Board and the General Conference sessions in liaison and coordination with all the concerned administrative and operational services of the Secretariat.
- Plan, organize and ensure the appropriate running of the meetings of the Executive Board and the General Conference, including provisional agendas, timely preparation and distribution of documents in all official languages, and finalization and publication of reports.
- Assist in providing advice and expertise to internal and external partners on specific or complex governance cases, policy/procedures interpretation issues and/or best practices, etc.
- Collect and analyze data to identify trends or patterns and provide insights through graphs, charts, tables and reports using data visualization methods to enable data-driven planning, decision-making, presentation and reporting.
- Coordinate activities related to budget and funding for the Governing Bodies Secretariat, including submissions, progress reports, financial projections, and prepare related documents/reports for the work programme and budget.
- Manage special projects and provide guidance to internal/external service providers for the development and implementation of new products, tools and systems.
- Develop information, training materials and products to increase understanding of governance, services and policies, and promote capacity development.

- Oversee the Governing Bodies website maintenance and updates and be responsible for online communications.
- Perform other related duties as required.

### **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 business administration, management, economics or a related field.

#### **Work experience**

- At least four (4) years of relevant professional experience in coordinating or liaising with Member States, intergovernmental bodies or high-level government officials, of which preferably 2 years acquired at international level.
- Experience in providing advice and expertise on governance cases, policy/procedures interpretation issues and/or best practices.
- Experience in collecting and analyzing data to identify trends or patterns and providing insights through graphs, charts, tables and reports.

#### **Skills/Competencies**

- Good knowledge in developing information, training materials and products to increase understanding of governance, services and policies.
- Good organizational and coordination skills and ability to plan, coordinate and monitor work plans.
- Ability to manage competing priorities, organize and prioritize workloads to meet established and short deadlines and deliver time-sensitive quality work.
- Excellent interpersonal skills with ability to work effectively in a team and to establish and maintain effective working relationships in a multicultural environment.
- Ability to take initiatives.
- Discretion, loyalty and diplomacy.
- Integrity, reliability and sense of commitment in the execution of duties.
- Proficiency in the use of online conferencing and meeting tools and web editing tools.
- Excellent IT skills, including MS Office (Windows, Office Suite, Teams, etc.).

### Languages

- Excellent knowledge of English or French and good knowledge of the other language.

## **DESIRABLE QUALIFICATIONS**

### Education

- A degree or successful completion of a non-degree programme in data analytics, business analytics or data science programmes.

### Work Experience

- Experience supporting secretariats of governing bodies or intergovernmental meetings in the preparation, implementation and follow-up of their meetings.
- Professional experience in the United Nations system or in international organizations.
- Experience in writing reports for project Steering Committees, Governance Bodies and Senior Management.
- Two (2) years or more of experience in data analytics or a related area.

### Skills/Competencies

- Strong analytical and synthetic writing skills, showing attention to detail.
- Knowledge of SAP or a similar ERP system.
- Knowledge of UN rules and procedures as well as administrative practices.

### Languages

- Knowledge of other official languages 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 US \$ 99 451 .

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.*

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