

PROGRAMME COORDINATOR (CULTURE))

Post Number : CLT 375

Grade : P-4

Parent Sector : Culture Sector (CLT)

Duty Station: Paris

Job Family: Culture

Type of contract : Fixed Term

Duration of contract : 2 years

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 15-APR-2024

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

OVERVIEW OF THE FUNCTIONS OF THE POST

The Executive Office provides strategic advice, quality control and management support to the Assistant Director-General for Culture (ADG/CLT) and ensures the overall coordination of the development, implementation and monitoring of the Medium-Term Strategy (C/4) and Approved Programme and Budget (C/5) of the Culture Sector, as well as the Sector's communication with other Sectors/Bureaux/Offices at UNESCO, with other agencies of the UN System and with external partners.

Under the overall authority of the Assistant Director-General for Culture (ADG/CLT) and the direct supervision of the Chief of Executive Office (Chief EO/CLT), and in close cooperation with the Directors and Chiefs of the Entities of the Culture Sector, the incumbent is responsible for Communication, Events, Global Monitoring and overall management function.

In particular, the incumbent shall:

COMMUNICATION:

- Lead and promote the development of a sector-wide communication, publications and web strategy with a particular focus on supporting resource mobilization.
 - Coordinate and produce specific communication and information materials for internal and external use to raise awareness of the UNESCO Culture Conventions and strategic programmes.
 - Enhance the overall design, contents, and access to key messages of the CLT website and ensure the update and maintenance of its overall contents in close cooperation with CLT/EO, the CLT Entities, other Programme Sectors and central services.
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- Oversee the development and implementation of the Sector's publications policy, representing the Sector in the relevant UNESCO meetings/groups, ensuring quality assurance and appropriate backstopping for the Sector's publication proposals to the UNESCO Publications

Board, ensuring coherence with UNESCO guidelines, and maintaining a roster of contacts for design, layout and translation of CLT's publications.

- Process requests for patronage in the field of culture and use of the emblems of the Culture Conventions, ensuring coherence of policies and procedures with UNESCO rules.
- During the Statutory Meetings of the Culture Conventions, respond to public and media requests for general information on the Conventions.
- Ensure the Secretariat of the CLT Communications Board, collect and anticipate communication initiatives within the Sector and support ADG/CLT's decision-making process on CLT's main communication campaigns.

EVENTS:

Ensure the organizational planning of the Culture Sector's statutory meetings and special events by preparing and negotiating the appropriate Host Country Agreements as required; participating in the necessary preparatory missions and/or meetings; establishing the organizational workflows and approval processes with the host organizers; preparing the events scenarios as required. In particular:

- Supervise the coordination of letters and documents by ensuring the smooth preparation and sending of invitation letters; supporting the CLT Entities in the production of the meetings documents; ensuring the processing, translation and dispatch of the working and information documents.
- Supervise the events management and logistical organization to ensure the consolidation of the lists of participants in close cooperation with the CLT Entities, the travel arrangements for the participation of States Parties and experts having consultative functions at statutory meetings, the management of registration of participants; as well as coordinate interpretation needs for statutory and other meetings, and meeting webcasting, recording, transcription of debates and other technical needs.

GLOBAL MONITORING:

Overall coordination of the elaboration of the Global Report on Cultural Policies and the Cultural Data Portal by managing and supervising the team in charge of the elaboration of the Global Report in view of its production in time for the World Forum on Cultural Policies (MONDIACULT) in 2025, and every four years thereon; as well as the alignment of the monitoring and reporting of the Culture Conventions and programmes. In particular:

- Ensure the required coordination with the Entities of the Culture Sector and central services (DBS, BSP) in view of the development and management of the Cultural Data Portal
- Coordinate the, as well as the relevant results frameworks and monitoring mechanisms, in close coordination with the CLT Entities and the Executive Office.
- Ensure coordination with the CLT Entities to contribute to the revision of the Framework for Cultural Statistics and the development of culture indicators, in close collaboration with the UNESCO Institute for Statistics (UIS).
- Supervise the project staff involved in the implementation of related projects and transversal initiatives.

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)
Strategic thinking (M)
Managing performance (M)
Making quality decisions (M)
Leading and empowering others (M)
Building partnerships (M)
Driving and managing change (M)
For detailed information, please consult the [UNESCO Competency Framework](#).

REQUIRED QUALIFICATIONS

Education

- Advanced University degree (Master's degree or equivalent degree) in culture, communication, humanities, political science, international relations, or in a related field.

Work Experience

- A minimum of seven (7) years of progressively responsible relevant professional experience in the field of culture, communication and information, humanities, or related field, of which at least three (3) years acquired at international level.
- Experience in elaborating and implementing communication strategies.

Skills and competencies

- Excellent written and oral communication skills, and in particular capacity to collect, synthesize and analyse information from various sources and to write documents in a clear and concise manner.
- Strong analytical, problem-solving, organizational and coordination skills.
- Ability to manage heavy workload and to work under tight deadlines, with capacity for accuracy, paying close attention to detail and quality of work.
- Excellent interpersonal skills with the ability to maintain effective working relations within a multicultural environment.
- Ability to develop clear goals that are consistent with agreed strategies, to identify priority activities and assignments, to adjust priorities as required, to allocate the appropriate amount of time and resources for completing work, to foresee risks and allow for contingencies when planning, to monitor and adjust plans and actions as necessary.
- Good IT skills, including good knowledge of standard office software.

Languages

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

DESIRABLE QUALIFICATIONS

Work Experience

- Professional experience in the United Nations System and/or in the field of international relations and diplomacy, multilateral cooperation and development.

Skills and competencies

- Familiarity with the work and general functioning of the UN System.
- Knowledge of UNESCO and its Culture Conventions and programme.

Languages

- Knowledge of another/other UNESCO official language(s) (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 119 932 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.

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