

## PROGRAMME SPECIALIST (CULTURE)

Post Number : CLT 391

Grade : P-3

Parent Sector : Culture Sector (CLT)

Duty Station: Paris

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) : 26-APR-2024

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

### OVERVIEW OF THE FUNCTIONS OF THE POST

The aim of the Culture and Emergencies Entity (CLT/CEM) through its Emergency Preparedness and Response Unit (CLT/CEM/EPR) is to coordinate and support activities of the Culture Sector for preparedness and response to emergencies. It does so through policy advice, the development of partnerships and tools, the provision of technical backstopping to Headquarters and Field Office colleagues, including through a Rapid Response Mechanism (RRM) for Culture in Emergencies, and the provision of assistance under the Heritage Emergency Fund (HEF), a multi-donor funding mechanism established in 2015. The EPR Unit is responsible for coordinating the implementation of the Strategy to enhance UNESCO's Action for the Protection of Culture and the Promotion of Cultural Pluralism in the Event of Armed Conflict, in line with the resolution of the General Conference adopted in 2015 (38C/Resolution 48) and the Addendum to the Strategy concerning emergencies associated with disasters caused by natural and human-induced hazards adopted in 2017 (39C/Resolution 57), as well as for the overall management of the HEF.

Under the overall authority of the Assistant Director-General for Culture (ADG/CLT), the general supervision of the Director of the Culture and Emergencies Entity (DIR/CEM) and the direct supervision of the Head of the CLT/CEM/EPR, in close consultation with the Executive Office of the Culture Sector and coordination with the relevant Entities of the Culture Sector, as well as the relevant central services, the incumbent exercises the functions of Programme Specialist by contributing to the implementation, coordination, development, management and monitoring of programme, projects and activities related to preparedness and response to emergencies, including with regards to procurement and the streamlining of Standard Operating Procedures for emergencies, in line with the Sector's strategic objectives and priorities, and with the UNESCO Medium-Term Strategy (C/4) and the Programme and Budget (C/5).

The incumbent also contributes to the implementation of initiatives related to UNESCO's Global Priorities (Africa and Gender Equality), priority groups and transversal thematic areas, such as Culture and Education, Culture and Climate Change, Indigenous Peoples, SIDS, and Youth.

The incumbent shall:

- Contribute to the implementation of UNESCO's strategy to enhance its action for the protection of culture in the event of armed conflict concerning emergencies associated with disasters caused by natural and human-induced hazards.

- Provide technical support for the planning, design, review and delivery of as well as reporting on projects related to emergency preparedness and response, and capacity-building efforts of the Culture and Emergencies Entity, in alignment with the Culture Sector's strategic objectives and working closely with colleagues in Field Offices and for the implementation of Culture Conventions.
- Provide guidance to and support Field Offices on issues related to programme delivery and procurement in situations of emergency, and liaise with central services on issues related to the streamlining and facilitation of programme delivery.
- Contribute to the development of partnerships and tools, and mobilization of resources to support the Culture Sector's preparedness and response to emergencies. Contribute to outreach and communication to promote the work of the Culture Sector in the area of emergency preparedness and response. Develop technical tools, manuals, publications and reports on preparedness and response to emergencies.

### **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 degree or equivalent) in the field of culture, international relations, emergency preparedness and response, disaster risk management, or a related field.

#### **Work Experience**

- A minimum of four (4) years of relevant professional experience in the field of culture, emergency preparedness and response, or related field, of which preferably at least two (2) years acquired at the international level;
- Experience in post-conflict and/or post-disaster environments.

#### **Skills and competencies**

- Excellent analytical, written and oral communication skills, in particular the ability to collect, synthesize and analyse information from various sources and on this basis draft working and information documents in a clear and concise manner.

- Proven coordination, organizational and planning skills.
- Strong diplomatic skills with excellent political awareness and understanding.
- Capacity to build, maintain and enhance effective working relations with national/local authorities, cultural institutions, and relevant intergovernmental and non-governmental organizations.
- Excellent interpersonal skills and the ability to work effectively in a team and in a multicultural environment.
- Very good IT skills.

### Languages

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

## **DESIRABLE QUALIFICATIONS**

### Work Experience

- Professional experience in the United Nations System or other international development organization(s).
- Experience in project management.

### Skills and competencies

- Knowledge of the UNESCO Culture Programme and its Culture Conventions.

### Languages

- Knowledge of another/other official language(s) 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 104 581 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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