

Job Title: YPP 2023_Associate Programme Specialist (Culture)

Post Number : YPP 2023_5JOCLTxxxxRP

Grade : P-1 / P-2

Parent Sector : Culture Sector (CLT)

Duty Station: Amman

Job Family: Culture

Type of contract : Fixed Term

Duration of contract : 2 years, renewable

Recruitment open to : External candidates

Application Deadline (Midnight Paris Time) : xx-XXX-2023

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

OVERVIEW OF THE FUNCTIONS OF THE POST

The Young Professionals' Programme (YPP) aims at bringing in young professionals improving the geographical representation of the Organization, promoting gender parity, enriching and diversifying the UNESCO family. This Programme provides talented, highly qualified university graduates and young professionals from non- and under- represented Member States the opportunity to join UNESCO at the early stage of their professional career.

*Below is a succinct profile of the **Associate Programme Specialist (Culture)** position, including a brief description of the organizational environment and a concise summary of required qualifications.*

The UNESCO Amman Office promotes sustainable socio-economic development in local communities, focusing on investing in cultural heritage preservation, while also creating decent livelihood opportunities, linking humanitarian and development assistance, mitigating the immediate need for employment creation among women and youth while also paving the way for longer term investments in cultural heritage preservation and sustainable local tourism development. By promoting greater community engagement in the rehabilitation and conservation of the heritage sites in Jordan, the UNESCO Amman Office aims to ensure that a larger section of the local community benefits from revenue generated by sustainable tourism.

The Culture team in the UNESCO Amman Office supports the Jordanian government to preserve and promote tangible and intangible cultural heritage in the country. In this context, the UNESCO Amman Office works in close collaboration and partnership with the Ministry of Culture, the Ministry of Tourism and Antiquities, the Department of Antiquities, as well as relevant national and local authorities, to ensure the sustainable conservation of the country's rich cultural heritage.

In particular, the Associate Programme Specialist (Culture) will:

- Provide technical inputs into the conceptualization and design of concept notes as well as programme and project activities, undertaking research, compiling examples of best practices, and identifying experts and relevant partner institutions.
- Contribute to the preparation of detailed activity programming and work plans for the different components of the projects implemented.
- Assist in the implementation, monitoring and evaluation as well as reporting of activities and projects of the Culture programme.
- Provide substantive, administrative, organizational and logistical support to ensure timely delivery of high quality outputs.
- Assist in organizing, coordinating and facilitating meetings, events and training workshops.
- Support the development and maintenance of strong relationships with stakeholders, partners and donors.

- Contribute to the communication strategy to enhance the visibility of the Culture programme activities and projects, including preparation of presentation, drafting press releases, news stories, social media posts, etc.

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](#).

QUALIFICATIONS

Education

- Advanced university degree (Master's degree or equivalent) in the field of cultural policies, cultural and creative industries, cultural heritage management, sustainable tourism, or in a related field.

Work Experience

- Preferably two (2) years of relevant professional experience in the field of cultural policies, cultural and creative industries, cultural heritage management, sustainable tourism, or in a related field.
- Relevant experience acquired at international level would be an asset.

Technical Knowledge

- Knowledge of heritage policies, process, and ethics (international conventions and charters, etc.).
- Knowledge of the UN system and UNESCO's overall mandate would be an asset.

Skills & Competencies

- Excellent oral and written communication skills, with proven ability to edit and draft clearly and concisely.
- Ability to establish and maintain effective working relationships within a multicultural environment and to work effectively in a team environment.
- Strong analytical skills and attention to detail
- Good IT skills, including knowledge of MS software.

Languages

- English and French are the working languages of the Organization. Excellent knowledge of English and a good knowledge of French is an asset.
- Knowledge of Arabic would be an additional asset.
- Knowledge of the other UNESCO official languages (Chinese, Russian or Spanish) is an asset.

SELECTION AND RECRUITMENT PROCESS

Please note that all candidates must complete an on-line application and provide complete and accurate information. Candidates are requested to upload the Employment History Form duly filled-in to the on-line profile. No modifications can be made to the application submitted.

Candidates are strongly encouraged to submit their application well before the deadline date. Only

applications received through the recruitment platform will be considered.

The process will include pre-recorded video interviews and/or written assessments, interview (via MS Teams) with a Panel, as well as reference checks. In addition, candidates may be requested to provide additional information which may be pertinent to the position's qualifications.

Please note that the whole process can take up to six (6) months. All candidates, whether selected or not, will be informed in due course.

To be considered for the UNESCO Young Professionals Programme, candidates must:

- **Nationality:** Be a national of a non- or under-represented Member State in UNESCO.
- **Age:** Be 32 years of age, maximum (i.e. candidates born not before 1st January 1991).
- **Education:** Hold a completed advanced university degree (Master's or equivalent) and the fields of study should be related to:
 - Human Resources Management; Business Administration; Psychology; Law; Audit; Finance; Accounting; Media; Journalism; Public Information; Cultural Policies and Development; International Relations and Political Sciences.
 - Education; Natural Sciences; Social and Human Sciences; International Cooperation and Development.
 - or in a field of direct relevance to the management and administration of an international organization (→ this will be specified in the vacancy notice).
- **Experience:** An initial professional experience is an asset, however it is not mandatory. Specialization in a field relevant to UNESCO's areas of expertise.
- **Languages:** Fluency in English or French (knowledge of both working languages is an asset). Knowledge of Arabic, Chinese Russian or Spanish is an additional asset.

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 54 649 US \$.

For full information on benefits and entitlements, please consult our [Guide to Staff Benefits](#).

*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.*