

Job Title: YPP 2023_Associate Programme Specialist (Culture)

Post Number : YPP 2023_CLT xxx

Grade : P-1 / P-2

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 : 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 position, including a brief description of the organizational environment and a concise summary of required qualifications.

UNESCO Culture's Sector is committed to protecting and safeguarding the world's cultural and natural heritage and supporting creativity and dynamic cultural sectors as fundamental to addressing the existing and emerging challenges. As the only specialized UN agency with a specific mandate in the field of culture, UNESCO is in a unique position to support Member States in the safeguarding and promotion of their culture and heritage in all its forms.

Under the authority of the Assistant Director-General for Culture (ADG/CLT) and the supervision of the Director of Cultural Policies and Development Entity, the **Associate Programme Specialist** will contribute to the implementation of the Culture Programme, notably on cultural policies and sustainable development, by supporting (i) the adaptation of cultural policies to sustainable development challenges, and (ii) the transversal inclusion of culture across other policy areas. S/he is responsible for providing professional, administrative and technical support, conducting research and analysis, as well as assisting implementation of programmatic activities and initiatives in the framework of the mandate of the Entity. The incumbent works within the frameworks of the UNESCO Medium-Term Strategy (C/4), the approved Programme and Budget (C/5) and according to global development plans such as the UN 2030 Agenda Sustainable Development.

More specifically, the Associate Programme Specialist will:

- Conduct analytical research in the field of culture and contribute to knowledge-building and monitoring activities linked with the mandate of the Entity;
- Contribute to the drafting of working documents, briefings, speeches, publications, and provide inputs, analysis and comments or proposals concerning the activities or the work assignments of the Team, as required;
- Assist in the preparatory work for meetings or events organized by the Entity, monitor required follow-up actions and participate in meetings, seminars or other official events;
- Liaise with UNESCO field offices and Sectors, Divisions and units at HQs, as requested, in the preparation of meetings, initiatives and activities;
- Provide administrative/organizational and or programmatic support in programme implementation

- and monitoring, including programme/project review, budgeting and reporting;
- Additional activities as required for programme implementation.

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 international relations, cultural policies, cultural management, public management, or social sciences.

Work Experience

- Preferably two (2) years of relevant professional experience in the field of cultural management, cultural policies, public policy development, or cultural rights.
- Relevant experience acquired at international level would be an asset.

Technical Knowledge

- Good knowledge of the United Nations 2030 Agenda for Sustainable Development;
- Knowledge of the UNESCO Culture Programme;
- Solid IT skills including knowledge of standard office software.

Skills & Competencies

- Excellent editorial and writing skills in English and/or French;
- Good knowledge and expertise of issues relating to sustainable development and public policy at international level;
- Ability to research, verify, synthesize and analyze information from a variety of sources in different areas of public policy.

Languages

- English and French are the working languages of the Organization. Excellent knowledge of English or French and good knowledge of the other working language is an asset.
- Knowledge of the other UNESCO official languages (Arabic, 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 60 086 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.*