

Job Title: YPP 2023_Associate Protocol Officer

Post Number : YPP 2023_PAX xxx

Grade : P-1 / P-2

Parent Sector : Priority Africa and External Relations Sector (PAX)

Duty Station: Paris

Job Family: External Relations

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

The Sector for Priority Africa and External Relations (PAX) supports the Organization's cooperation with key stakeholders (Member States). It coordinates activities and aligns them with the Organization's vision, strategic direction, and programmatic priorities.

The Sector also coordinates with all Organization entities, Member States, and official partners, including Permanent Delegations to UNESCO and provides political and strategic leadership in relations with Member States, UN system organizations, intergovernmental organizations, National Commissions, and UNESCO Field Offices.

The Protocol Service monitors relations with the host country and provide protocol services to the Secretariat and the diplomatic community accredited to UNESCO.

Under the overall authority of the Assistant Director-General for External Relations and Priority Africa (ADG/PAX), and the direct supervision of the Chief of Protocol, the Associate Protocol Officer will contribute to ensuring that the full range of protocol services and diplomatic liaison functions are carried out by the Protocol Team in UNESCO's Secretariat. This entails working closely with the UNESCO Secretariat and most particularly in its cooperation with the Organization's delegations of Member States.

The Associate Protocol Officer will be expected to perform the following tasks:

- Assist in dealing with a wide range of issues referred by Member States, Permanent Delegations, and Representatives to the Executive Board by providing timely, accurate and specific information in response to queries, thus contributing to maintaining close working relationships and contacts with UNESCO Member States' representatives and other stakeholders.
- Contribute to develop and maintain relations with UNESCO's Host Country authorities,

such as France's Ministry of Foreign Affairs.

- Assist the Chief of Protocol in planning and coordinating the organization of visits to UNESCO of Heads of State and Government, Ministers, and other high-ranking officials, all the while ensuring the appropriate participation of the Director-General of UNESCO and the Assistant Directors-General in functions related to these visits.
- Draft official notes, briefings and correspondence, analyze and review files and correspondence to assess sensitivity and ensure follow-up, contributing to the Protocol Team's daily work as designated by the supervisor.
- Prepare protocol procedures and guidance notes for events, meetings and signing ceremonies held at UNESCO Headquarters as well as major international conferences organized by UNESCO around the world. Provide proposals of appropriate follow-up action on the part of the senior staff.
- Assist in the operations of procedures related to the official missions of the UNESCO Director-General, so as to facilitate her travels and transits.
- Contribute to providing appropriate protocol services to UNESCO staff members and delegations, including facilitation of issuance of visas and residence permits.
- Administers the Intranet site of the UNESCO's Protocol Service, maintaining and publishing the database of Permanent Delegations to UNESCO.

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, political science, law or in other related areas.

Work Experience

- Preferably two (2) years of relevant professional experience in the field of international cooperation, international relations and/or diplomacy.
- Relevant experience acquired at international level, or in an international environment, would be an asset.

Technical Knowledge

- Familiarity with the work and general functioning of international organizations and/or the UN System.
- Proficiency in diplomatic relations and capacity to actively engage with delegations of UNESCO Member States and partners.

Skills & Competencies

- Proven organizational and analytical skills including demonstrated ability to provide

advice and analysis.

- Very good written and oral communication skills with the ability to produce quality documents.
- Excellent interpersonal skills.
- Proven ability to communicate and exchange with staff members and stakeholders within and outside the Organization.
- Proven ability to work effectively in a team in a multicultural environment.
- Sense of diplomacy, tact and discretion.

Languages

- English and French are the working languages of the Organization. Excellent knowledge of English or French and a 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.