



United Nations Educational,  
Scientific and Cultural Organization

UNESCO contributes to peace and human development in an era of globalization by furthering international cooperation through its programmes in education, sciences, culture and communication. With its 193 Member States and 6 Associate Members, UNESCO has its Headquarters in Paris (France) and operates globally through a network of offices and several institutes.

Post title **Assistant Programme Specialist**  
Organisational unit **Executive Office, Culture Sector**  
Duty station **PARIS, France**  
Grade **P-1/P-2**  
Post number **CLT-006**  
Closing date **22 February 2010**

**Purpose of post** The incumbent will facilitate cooperation between Headquarters and the Field with respect to the implementation of the Culture programme and coordinate the work of the Culture Sector in the framework of the UN Reform. She/he will assist the Executive Office in the development and follow-up of programmes in this respect.

**Main responsibilities** Under the authority of the Assistant Director-General for Culture and the direct supervision of the Chief of the Executive Office (EO/CLT) the incumbent will perform the following functions:

- Facilitate liaison, backstopping and cooperation between the Culture Sector and UNESCO Field Offices, Regional Bureaux, Institutes/Centres within the Accountable Decentralization Framework, notably through maintaining communication and exchange tools and formulate proposals to enhance effective cooperation between Field Offices, Headquarters and other UN partners.
- Assist Chief CLT/EO in the development, coordination and monitoring of programmes, plans and strategies of relevance to the work Programme of the Culture Sector in the framework of the UN Reform (Delivering as One, CCA/UNDAF; MDG-F)
- Prepare briefings and analytical materials for Chief CLT/EO and ADG/CLT, on culture activities related to the UN Reform and contribute as requested, to preparing briefing notes for the Director-General in this regard.
- Contribute to the preparation and organization of missions to Field Offices and participate in meetings organized at Headquarters and/or in the regions and relating to the implementation of the decentralization policy and/or UN reform.
- Act as Culture Sector Focal Point for emergency situations particularly in the framework of the PCPD intersectoral platform.

- Profile**
- Advanced university degree (Master or equivalent) in international relations, public administration or in a field related to the areas of competence of UNESCO.
  - Minimum 2 to 4 years of professional experience in the area of Culture, of which preferably 2 years acquired at the international level.
  - Good knowledge of the UN System mechanisms, notably regarding the UN Reform.
  - Knowledge of the UN coordination mechanisms in post-conflict/post-disaster situations would be an asset.
  - Ability to collect, synthesise and analyse information from various sources.
  - Excellent interpersonal and communication skills. Ability to work effectively in a team.
  - Good IT skills. Working knowledge of an Enterprise Resource Planning (ERP) preferably SAP, would be an asset.
  - Excellent knowledge of English or French. Good knowledge of the other language is an asset. Knowledge of Spanish would be an advantage.

**Conditions of employment** UNESCO's salaries are calculated in US dollars but mainly paid in local currency. They consist of a basic salary and a post adjustment which reflects the cost of living in a particular duty station and exchange rates. For this post, the annual remuneration in local currency will start from around €43,600 (€41,100 if without dependants) for P-1 and from around €55,100 (€51,600 if without dependants) for P-2, exempt from income tax. In addition, UNESCO offers an attractive benefits package including 30 days' annual leave, home leave, an education grant for dependent children, a pension plan and medical insurance. The initial appointment, which is for 2 years, includes a probationary period of 12 months, and is renewable, subject to satisfactory service. Worldwide mobility is required as staff members are required to serve in other duty stations under UNESCO's staff rotation policy. UNESCO is a non-smoking Organization.

**How to apply** When applying for UNESCO vacancies, please only use the online recruitment system at [www.unesco.org/employment](http://www.unesco.org/employment). Candidates without access to the Internet may send a paper application by completing the official UNESCO CV form (available at Headquarters, UNESCO Offices, National Commissions in Member States, or any office of a United Nations Resident Representative) in English or French to Chief, HRM/RCS, UNESCO, 7 place de Fontenoy, 75352 Paris 07 SP, France, before the closing date, quoting post number: **CLT-006**

UNESCO does not charge a fee at any stage of the recruitment process. If you have any questions concerning persons or companies claiming to be recruiting on behalf of UNESCO and requesting payment of a fee, please contact: [Recrutweb@unesco.org](mailto:Recrutweb@unesco.org)

**UNESCO is committed to gender equality in its programming and to gender parity within the Secretariat. Therefore, women as well as nationals from non- or under-represented Member States are encouraged to apply**

Non- or under-represented Member States as of November 2009 (please check at [www.unesco.org/employment](http://www.unesco.org/employment) for the latest situation): Andorra, Angola, Antigua and Barbuda, Armenia, Azerbaijan, Bahamas, Bahrain, Bangladesh, Belize, Bolivia, Brunei Darussalam, Cape Verde, Central African Republic, Chad, Chile, China, Cook Islands, Djibouti, Dominica, Dominican Republic, Ecuador, El Salvador, Equatorial Guinea, Estonia, Fiji, Gabon, Greece, Grenada, Guatemala, Guinea-Bissau, Guyana, Haiti, Hungary, Iceland, Indonesia, Iraq, Kazakhstan, Kenya, Kiribati, Kuwait, Liberia, Lesotho, Libya, Arab Jamahiriya, Luxembourg, Maldives, Malta, Marshall Islands, Micronesia (Federated States of), Monaco, Montenegro, Myanmar, Namibia, Nauru, Niue, Oman, Palau, Papua New Guinea, Paraguay, Qatar, Republic of Moldova, Republic of Congo, Republic of the Congo, Rwanda, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Samoa, San Marino, Sao Tome and Principe, Serbia, Seychelles, Singapore, Slovakia, Solomon Islands, South Africa, South Korea, Sri Lanka, Suriname, Swaziland, Switzerland, Taiwan, Tajikistan, Tanzania, Thailand, Timor-Leste, Tonga, Trinidad and Tobago, Tunisia, Turkey, Turkmenistan, Tuvalu, Uganda, Ukraine, United Arab Emirates, United Kingdom, United States of America, Uzbekistan, Vanuatu, Venezuela, Viet Nam, Yemen, Zambia, Zimbabwe.

Post title	<b>Assistant Programme Specialist</b>
Organisational unit	<b>Intangible Cultural Heritage Section, Division of Cultural Objects and Intangible Heritage, Culture Sector</b>
Duty station	<b>Paris, France</b>
Grade	<b>P1-P2</b>
Post number	<b>CLT-332</b>
Closing date	<b>3 April 2010</b>
<b>Main responsibilities</b>	<p>Under the authority of the Chief of Section of Intangible Cultural Heritage and the supervision of the Chief of the Evaluation Unit, the incumbent will assist in the coordination, development, management and evaluation of activities and projects related to intangible cultural heritage ("ICH"), in particular in the framework of the implementation of the 2003 Convention for the Safeguarding of the Intangible Cultural Heritage.</p> <ul style="list-style-type: none"> <li>▪ Assists in the tasks of providing the Secretariat for the Convention for the Safeguarding of the Intangible Cultural Heritage, notably: <ul style="list-style-type: none"> <li>i. processes and examines nominations to the Convention's Lists, requests for international assistance, proposals of programmes, projects and activities, and requests of NGOs for accreditation, assessing their completeness and conformity with the Operational Directives and the relevant nomination and proposal formats and other relevant assessment;</li> <li>ii. processes and assesses examination reports from examiners and/or Subsidiary Body members and evaluates the completeness and conformity with the relevant procedures and guidelines;</li> <li>iii. assists in the preparation of working documents for the Intergovernmental Committee and General Assembly;</li> <li>iv. prepares correspondence with Member States, NGOs, experts and centres of expertise, and others regarding the implementation of the Convention;</li> <li>v. provides support to the statutory meetings of the Intergovernmental Committee, General Assembly, subsidiary bodies, etc.</li> </ul> </li> <li>▪ Assumes liaison and backstopping responsibilities with UNESCO field offices in connection with the implementation of regular programme and additional programme activities through: <ul style="list-style-type: none"> <li>i. liaising with field offices, permanent delegations, national commissions and various UNESCO services as concerns activities in safeguarding ICH;</li> <li>ii. coordinating, developing, monitoring and evaluating activities and projects carried out in the field, particularly through providing backstopping to the concerned UNESCO field offices;</li> <li>iii. preparing briefings, speeches, reports, country profiles and correspondence.</li> </ul> </li> <li>• Contributes to the mobilization of extra-budgetary funding for new programmes and projects in line with the priorities of the Section.</li> </ul>
<b>Profile</b>	<ul style="list-style-type: none"> <li>▪ Advanced University degree (Master or equivalent) in social or human sciences with good knowledge of issues relating to intangible cultural heritage;</li> <li>▪ 2 to 4 years of working experience, preferably combining experience in professional and research environments, in safeguarding intangible cultural heritage or a related field such as heritage management or cultural policy. Experience within a developing country in the national or regional implementation of cultural programmes would be an asset.</li> <li>▪ Ability to collect, synthesise and analyse information from various sources.</li> <li>▪ Excellent coordination and interpersonal skills. Ability to work effectively in a team and with persons from various cultural environments.</li> <li>▪ Close attention to detail and quality of work, balanced by ability to manage heavy workload.</li> <li>▪ Strong writing skills.</li> <li>▪ Good knowledge of standard office software (word processing, spreadsheets, etc.).</li> <li>▪ Excellent knowledge of English or French. A good knowledge of the other language would be an asset. Knowledge of another official language of UNESCO would be an added advantage.</li> </ul>
<b>Conditions of employment</b>	<p>UNESCO's salaries are calculated in US dollars but mainly paid in local currency. They consist of a basic salary and a post adjustment which reflects the cost of living in a particular duty station and exchange rates. For this post, the annual remuneration in local currency will start from around 44,800 euros (42,300 euros if without dependants) for P-1; and from around 56,600 euros (53,100 euros if without dependants) for P-2 grade, exempt from income tax. In addition, UNESCO offers an attractive benefits package including 30 days annual vacation, home travel, education grant for dependent children, pension plan and medical insurance. The initial appointment, which is for two years, includes a probationary period of 12 months, and is renewable, subject to satisfactory service. Worldwide mobility is required as staff members have to serve in other duty stations according to UNESCO's job rotation policy. UNESCO is a non-smoking organization.</p>
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