



Direction de la Coopération et de l'Action Culturelles

DG/9/3/SOII/SF

N°/ 9980

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Monsieur le Ministre de la Culture,
de la Jeunesse et des Sports
-Secrétariat Général-

11 Dec 2019

Objet : Notifications de vacance de postes au sein de l'Unesco.

J'ai l'honneur de porter à votre connaissance que le Secrétariat Général de l'Unesco a notifié les Etat Membres des postes vacants au sein de l'Organisation pour l'Education, les Sciences et la Culture (UNESCO), à savoir :

Poste	Classe	Type de Contrat	Lieu d'affectation principale	Durée du contrat
Conseiller régional pour la communication et l'information	P-5	Engagement de durée définie	Nairobi	2 ans
Chef de section (Gestion des documents)	P-4	Engagement de durée définie	Paris	2 ans
Chef du Bureau et Représentant de l'Unesco au Mexique	P-5	Engagement de durée définie	Mexico City	2 ans
Chef du Bureau et Représentant de l'Unesco au Mali	P-5	Engagement de durée définie	Bamako	2 ans
Administrateur associé des programmes	P-1/P-2	Engagement de durée définie	Paris	2 ans
Programme Spécialiste (Culture)	P-1/P-2	Engagement de durée définie	Paris	2 ans

En vous faisant parvenir, ci-joint, plus d'informations sur lesdits postes, je vous saurais gré de bien vouloir part à cette Direction de la suite qui sera réservée à ce sujet.

PJ : 06

Directrice de la Coopération
et de l'Action Culturelles

Nadia EL HNOT



Regional Advisor for Communication and Information

Post Number : 6KECI0001RP

Grade : P-5

Parent Sector : Communication and Information Sector (CI)

Duty Station: Nairobi

Job Family: Communication and Information

Type of contract : Fixed Term

Duration of contract : 2 years

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 08-DEC-2019

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

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall supervision of the Assistant Director-General for Communication and Information (ADG/CI) and the immediate supervision of the Director of the UNESCO Office in Nairobi, and in close cooperation with staff (Directors, Chiefs of Section, Programme Specialists; Advisors for Communication and Information) in CI at Headquarters and in African Field Offices, the incumbent serves as UNESCO Regional Advisor for Communication and Information for Africa and is responsible for defining, in conjunction with senior management, work priorities and translating those into programmatic strategies, designs and activities for the African Region.

The incumbent lead-facilitates the African Field CI staff and multi-disciplinary/intersectoral teams in the achievement of priorities, policy development, locating and engaging resources, maintaining and pursuing strategic partnerships and promoting programmatic work in order to deliver a comprehensive strategy for communication and information. He/she plays a significant role in strategy direction, integration of regional and country CI and UNESCO goals in the Field, and leading resource optimization, execution, monitoring and evaluation of programmes and projects. He/she builds strong relationships with National Commissions and Member State ministries and other relevant stakeholders, advocating for freedom of expression and media development, and the building of inclusive knowledge societies.

The RA AFR will also be the UNESCO Regional Focal point for addressing Violence against journalists and the Issue of Impunity in Africa, in close cooperation with CI Advisors for communication and information in Africa, and Executive Secretary of the African Regional Committee for Memory of the World (ARCMOW)

The incumbent works within the frameworks of UNESCO's Medium-Term Strategies (C/4s) and approved Programmes and Budgets (C/5s), as well as global development plans such as the United Nations Sustainable Development Goals, Aspiration 3 of Agenda 2063, the UN Plan of Action for the Safety of Journalists and the Issue of Impunity, and the World Summit of the Information Society outcomes.

1. Strategic Vision:

Provide intellectual leadership and guidance to CI programmes, projects, units / teams in the Field in order to develop, drive and ensure the delivery of a comprehensive CI strategy and relevant approaches, partnerships, policies, objectives and deliverables. Analyze, evaluate and contribute to the development of Sector-wide approaches and strategies for harnessing the potential of communication and information and ICTs for fostering inclusive knowledge societies,

democracy, the rule of law and sustainable development, and for protecting and promoting human rights throughout the region.

Lead alignment of work with national and UN development frameworks, such as the United Nations Development Assistance Plan (UNDAP). Define priorities and agenda, proactively mobilize funds and ensure diversification of resources. Identify and pursue improvements to systems, services, processes, networks and cooperation in the area of communication and information in the Field.

2. Programme Design and Management:

Direct the conceptualization, design, implementation, monitoring and evaluation of workplans and Regular Funds and voluntary contributions initiatives and activities aligned with the Organization's priorities, by providing technical inputs to institutional documents such as the C/4s and C/5s, by maintaining strategic dialogue in these areas with Member States to help them identify and formulate their needs, and by coordinating with other multilateral, bilateral and regional organizations, so as to ensure alignment in key operational areas.

3. Representation, Policy Advice, Knowledge and Expertise Exchange:

Offer technical advice for African Offices on planning and implementing programme activities to achieve the expected results of the C/5s and UNDAFs of the region's countries, in line with the current reform being implemented by the UNSG; develop new regional projects proposals to be funded by contributions received for the International Programme for Development of Communication (IPDC) and the Information for All Programme (IFAP), in line with priorities and project quality criteria and implement approved projects including the joint programming activities with the UNCTs.

Represent the CI Field programmes at senior level to internal and external networks, such as universities, agencies, development partners and funders, organizations, National Commissions, and ministries. Establish and pursue alliances on cross-organizational and inter-disciplinary work and develop working frameworks and systemic approaches to increase capacity.

Represent the CI Sector in UNESCO's contribution to UN project management systems, and support improved reflection of CI-related development goals in frameworks developed at country and region levels, including Common Country Assessments (CCAs), United Nations Development Assistance Frameworks (UNDAFs) Country Programme Documents (CPDs) and Country Programme Action Plans (CPAPs).

Influence and guide the development of concept notes, policy positions, formulation and implementation. Develop policies and innovative strategies. Interpret guidelines and lead discussions to reconcile competing objectives and priorities. Ensure the development and provision of working tools, guides, outputs and outcomes that meet country needs and Member States' priorities in the Field.

Facilitate the development of regional priorities in response to Member States needs. Act as the Regional focal Point on the Safety of journalists and the Issue of Impunity. Coordinate the Regional strategy for strengthening the African Judiciary Systems role in protecting and promoting Freedom of Expression and playing a role in linking Headquarters to the extensive developments on Internet issues in the region.

Perform the role of Executive Secretary of the African Regional Committee for Memory of the World (ARCMOW).

4. Administrative Management and Staff Development:

Coordinate the preparation of timely inputs to the governing board reports and other documents, publications and reports, by giving quantitative and qualitative information on programme implementation on results, performance indicators and benchmarks as described in C/5s and other reports for projects run with voluntary funds, including contributions received for IPDC, and IFAP) and other briefings as may be required by Headquarters or the UNESCO Office Nairobi, using relevant tools, including the System of Information on Strategies, Tasks and the Evaluation of Results (SISTER).

5. Resource Mobilization:

Lead resource mobilization and develop alternative funding mechanisms for the region and individual countries by developing concepts and project proposals. Deal with UN Agencies seeking or marketing joint programmes, bilateral and multilateral partners, Development Banks and International Institutions. Track submissions and coordinate donor meetings. Establish collaborative and influential partnerships enhancing UNESCO's standing and influence in the Field.

COMPETENCIES (Core / Managerial)

Accountability (C)

Innovation (C)

Knowledge sharing and continuous improvement (C)

Planning and organizing (C)

Results focus (C)

Teamwork (C)

Building partnerships (M)

Driving and managing change (M)

Communication (C)

Leading and empowering others (M)

Making quality decisions (M)

Managing performance (M)

Strategic thinking (M)

For detailed information, please consult the [UNESCO Competency Framework](#).

REQUIRED QUALIFICATIONS

Education

- Advanced university degree (Masters or equivalent degree) in the field of communication and information, political sciences, international relations or related areas.

Work Experience

- A minimum of 10 years of progressively responsible relevant professional experience in the area of communication and information, including with issues related to promoting freedom of expression, media development and access to information and knowledge
- Proven experience in planning and managing projects/programmes in the area of communication and information (at least five years);
- Demonstrated experience in leading and managing staff and teams.

Skills and competencies

- Demonstrated professional competence and mastery of subject matter, in particular with issues related to promoting freedom of expression, media development and access to information and knowledge.
- Demonstrated project management skills.
- Demonstrated fund-raising and resource mobilization skills.
- Excellent negotiation and networking skills.
- Good knowledge of the work and general functioning of international organizations and/or the UN System.
- Ability to advice on high profile and sensitive communication challenges.
- Ability to produce a variety/ of written communications products in a clear, concise style.

Languages

- Excellent knowledge of English or French and good knowledge of the other language.

DESIRABLE QUALIFICATIONS

Work Experience

- Familiarity with the work and general functioning of UNESCO or international organizations in the UN System.

Languages

- Knowledge of Portuguese.

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.

For more information in benefits and entitlements, please consult ICSC website and UNESCO's career website.

ASSESSMENT

Evaluation of qualified applicants may include an assessment exercise and a competency-based interview.

UNESCO applies a zero tolerance policy against all forms of harassment

UNESCO is committed to promoting geographical distribution (last update) and gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply, as well as nationals from non- and under-represented Member States. Persons with disabilities are also encouraged to apply. Worldwide mobility is required for staff members appointed to international posts.

UNESCO does not charge a fee at any stage of the recruitment process

Head of Office and UNESCO Representative to Mexico

Post Number : 3MXPAX0001RP

Grade : P-5

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

Duty Station: Mexico City

Job Family: Field Operations Coordination

Type of contract : Fixed Term

Duration of contract : 2 years

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 08-DEC-2019

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Respect for Diversity, Professionalism

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Director-General and the direct supervision of the Assistant Director-General for Priority Africa and External Relations (ADG/PAX), and in close consultation with the Assistant Directors-General (ADGs) of Programme Sectors, the Head of the UNESCO Office in Mexico will manage the multidisciplinary programme of the Mexico Office and provide intellectual, strategic and operational leadership in planning and implementing activities and responding to the priority needs of the Republic of Mexico.

The incumbent works within the framework of UNESCO's Medium-Term Strategies (C/4), Approved Programmes and Budgets (C/5), as well as in the framework of international agreed development agendas such as Agenda 2030 for Sustainable Development. The core result, for which the incumbent is responsible, is the positioning of UNESCO as a trusted development partner in Mexico. Other results are the establishment and implementation of the multidisciplinary programme of the Office in close cooperation with the wider UN System; the effective and efficient management of the Office's operations, resources, premises and assets, in line within the Organization's policies and procedures and the establishment and implementation of robust external relations and partnerships. Moreover, the incumbent will participate, or ensure participation of the Office, in the activities of the United Nations Country Team (UNCT) in Mexico.

COMPETENCIES (Core / Managerial)

Communication (C)

Accountability (C)

Innovation (C)

Knowledge sharing and continuous improvement (C)

Planning and organizing (C)

Results focus (C)

Teamwork (C)

Building partnerships (M)

Driving and managing change (M)

Leading and empowering others (M)

Making quality decisions (M)

Managing performance (M)

Strategic thinking (M)

For detailed information, please consult the [UNESCO Competency Framework](#).

REQUIRED QUALIFICATIONS

Education

- Advanced university degree (Master's degree or equivalent degree) in a discipline related to UNESCO's mandate, Public or Business Administration or International Relations.

Work Experience

- At least ten (10) years of progressive professional experience at the appropriate management level within the United Nations system or within other international or national institutions, including a wide experience in development issues related to UNESCO's areas of competence, in association with national and international organizations.
- Experience in advocacy, resources and partnership mobilization.

Skills/Competencies

- Commitment to the Organization's mandate, vision, strategic direction and priorities.
- Institutional leadership capacity, high sense of objectivity and professional integrity, diplomacy, tact and political astuteness.
- Proven skills in administration and the management of financial and human resources.
- Demonstrated strategic planning and management abilities, including capacity to administer extensive programmes, financial resources and exercise appropriate supervision and control.
- Organizational skills, including in establishing plans and priorities, and in implementing them effectively, as well as in devising implementation plans.
- Ability to interact with a wide range of high-level partners, as well as demonstrated partnership development and fundraising experience.
- Capacity to provide intellectual leadership to guide staff, as well as ability to build trust, manage, lead and motivate a large and diversified body of staff in a multicultural environment with sensitivity and respect for diversity, exercise supervision and control, as well as ensure continuous training and development of staff.
- Ability to communicate effectively and persuasively, both orally and in writing.

Languages

- Excellent knowledge and drafting skills in English and Spanish.

DESIRABLE QUALIFICATIONS

Education

- Courses/degree in a management-related field.

Work Experience

- Experience in conducting policy dialogue at government and non-government levels or public and private sectors.

Skills/Competencies

- Broad general culture, good geopolitical knowledge of the region, sound analytic capacities.
- Proven leadership and demonstrated managerial skills combined with flexibility.
- Sound judgment and decision-making skills.
- Ability to identify key strategic issues, objectives, opportunities and risks.

- Excellent interpersonal skills and ability to take initiative and maintain effective working relationships with partners of different nationalities and cultural backgrounds.
- Good knowledge of the United Nations system.

Languages

- Knowledge of other official UNESCO languages (Arabic, Chinese, French and Russian).

BENEFITS AND ENTITLEMENTS

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