

Post title **Assistant Programme Specialist (Culture)**
Organisational unit **UNESCO Office in Havana and Regional Office for Culture**
Duty station **Havana, Cuba**
Grade **P-1/P-2**
Post number **LA/RP/CUB/CLT/0008**
Closing date **05 March 2009**

Purpose of post The incumbent will assist the Director and the Coordinator of the Culture Unit of the Office in the planning, implementation, monitoring and evaluation of Culture programmes funded under the Regular Programme and Extra-budgetary funding and assist with projects under the responsibility of the Havana Office at the regional, cluster and national levels. These include activities towards the ratification and/or implementation of Conventions in the cultural field, and programmes related to preserving and safeguarding both tangible and intangible cultural heritage and cultural objects, as well as programmes promoting cultural industries and crafts.

Main responsibilities Under the authority of the Assistant Director-General for Culture and the direct supervision of the Director of the UNESCO Cluster Office in Cuba, the incumbent will exercise the following functions:

- Provide assistance in the execution of the culture work plan by implementing activities, particularly in the field of the underwater cultural heritage and other activities agreed upon in the context of the Culture Unit.
- Assist in the strengthening of the Cluster and Regional functions of the Havana Office, particularly in the field of culture, including participation in coordination mechanisms of the Culture Unit, communication activities, and cooperation with other UNESCO Offices in the region.
- Participate in the work of the United Nations system in Cuba and the Dominican Republic, particularly in inter-agency groups.
- Assist in the preparation of information on the Culture programme activities of the Office, including technical articles and ensure its dissemination, in particular through the website, newsletters etc. and cluster countries national commissions and other national organizations and media.
- Report to the Coordinator of the Culture Unit of the Office on programme activities by preparing and compiling information, briefings and evaluations.

- Profile**
- Advanced university degree in specialised fields of culture or related areas.
 - At least 2 to 4 years of professional experience in the field of culture heritage, of which preferably 1 year acquired at international level.
 - Good knowledge of the region of Latin America and the Caribbean.
 - Ability to collect, synthesise and analyse information from various sources.
 - Excellent interpersonal and communication skills.
 - Good IT skills;
 - Excellent command of written and spoken Spanish. Excellent knowledge of either English or French.

Conditions of employment UNESCO's salaries are calculated in US dollars. 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 US\$ 54,462 (US\$ 51,375 if without dependants) for P-1 and from around US\$ 68,800 (US\$ 64,532 if without dependants) for P-2, exempt from income tax. In addition, UNESCO offers an attractive benefits package including 30 days annual vacation, home travel, education grant for dependant children, 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 have to serve in other duty stations according to UNESCO's job rotation policy. UNESCO is a non-smoking Organization.

How to apply When applying for UNESCO vacancies, please only use the on-line recruitment system at www.unesco.org/employment. Candidates without access to 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/RCR, UNESCO, 7 place de Fontenoy, 75352 Paris 07 SP, France*, before the closing date, quoting the post number: **LA/RP/CUB/CLT/0008**. UNESCO does not charge a fee at any stage of the recruitment process. If you have any question concerning persons or companies claiming to be recruiting on behalf of UNESCO and requesting payment of a fee, please contact: Recrutweb@unesco.org.

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

Non- or under-represented Member States as of December 2008 (please check at www.unesco.org/employment for the latest situation): Andorra, Angola, Antigua and Barbuda, Armenia, Austria, Azerbaijan, Bahamas, Bahrain, Belize, Bolivia, Botswana, Brunei Darussalam, Cape Verde, Central African Republic, Chad, Chile, China, Comoros, Cook Islands, Djibouti, Dominica, Dominican Republic, El Salvador, Equatorial Guinea, Estonia, Gabon, Ghana, Grenada, Guatemala, Guinea-Bissau, Guyana, Haiti, Honduras, Hungary, Iceland, Indonesia, Iraq, Kazakhstan, Kiribati, Kuwait, Lesotho, Liberia, Libyan Arab Jamahiriya, Luxembourg, Maldives, Malta, Marshall Islands, Micronesia (Federated States of), Monaco, Montenegro, Myanmar, Namibia, Nauru, Niue, Norway, Oman, Palau, Papua New Guinea, Paraguay, Qatar, Republic of Korea, Republic of Moldova, Rwanda, Saint Kitts and Nevis, Saint Vincent and the Grenadines, San Marino, Sao Tome and Principe, Saudi Arabia, Singapore, Slovenia, Solomon Islands, Suriname, Swaziland, Switzerland, Tajikistan, Thailand, Timor-Leste, Tonga, Trinidad and Tobago, Turkey, Turkmenistan, Tuvalu, United Arab Emirates, United Republic of Tanzania, United States of America, Vanuatu, Venezuela, Viet Nam.