



Post title **Programme Specialist (Culture)**
Organisational unit **UNESCO Cluster Office in Libreville**

Duty station Libreville, Gabon

Grade P-3

Post number AF/RP/GAB/CLT/0002

Closing date **12 November 2009**

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 Libreville, the incumbent will share responsibility for the implementation of cultural activities (cultural diversity protection, both tangible and intangible cultural heritage preservation, the arts and cultural enterprises, cultural policies and intercultural dialogue) in the countries covered by the Libreville Cluster Office (Congo, Democratic Republic of the Congo, Equatorial Guinea, Gabon, Sao Tome and Principe). To this end, he/she will:

- assist in identifying various activities suitable for co-operation in the area of culture and provide technical support for the overall implementation of such activities, including preparing workplans, monitoring and evaluating, and preparing recommendations and reports; provide assistance in resource mobilization; designing, developing, implementing and managing UNESCO's culture programme in the countries of Central Africa served by the Libreville Cluster Office;
- collaborate with relevant authorities in the Libreville Cluster countries and contribute towards the development of national and regional co-operation and partnership; support the establishment and maintenance of strong working relations with relevant governmental departments, cultural institutions, IGOs, NGOs in collaboration with specialised United Nations Agencies within the framework of the UN reform in response to national sub-regional priorities and needs in the field of Culture. Within the framework of UNESCO South-South cooperation programme, propose innovating activities and projects relating to the preparation of a regional cultural indicator system and other strategic information and updated tools in Central Africa (national cultural policies, local development, etc.) including cultural management capacities;
- contribute to the development and implementation of joint inter-disciplinary and multi-sectoral holistic programme activities; participate in team-building and teamwork;
- collect, analyze and update data; disseminate information as necessary; report and act as liaison between Member States, Headquarters and the Field in general;
- represent UNESCO as requested by the Director in line with the Organization's mandate and support of its goals.

Profile

- University degree (Master's level or equivalent) in any of UNESCO's areas of competence (Education, Culture, Science, Social Sciences) or in a field related to cultural/natural heritage or cultural policies.
- At least four to seven years of relevant professional experience, of which preferably two years acquired at the international level, in project design and implementation in the field of culture.
- Familiarity with the political and cultural context of the region.
- Proven experience in the mobilisation of extra budgetary resources.
- Good IT skills.
- Excellent knowledge of French or English. A good working knowledge of the other language would be an asset.

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 at the current exchange rate will start from around US \$ 98,815 (US \$ 92,240 if without dependants), 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 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/RCS, UNESCO, 7 place de Fontenoy, 75352 Paris 07 SP, France*, before the closing date, quoting the post number: **AF/RP/GAB/CLT/0002**.

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 August 2009 (please check at www.unesco.org/employment for the latest situation): Andorra, Angola, Antigua and Barbuda, Armenia, Azerbaijan, Bahamas, Bahrain, Bangladesh, Belize, Bolivia, Botswana, Brunei Darussalam, Cape Verde, Central African Republic, Chad, Chile, China, Comoros, Cook Islands, Djibouti, Dominica, Dominican Republic, Egypt, El Salvador, Equatorial Guinea, Estonia, Fiji, Gabon, Ghana, Greece, Grenada, Guatemala, Guinea-Bissau, Guyana, Haiti, Hungary, Iceland, Indonesia, Iraq, Kazakhstan, Kenya, Kiribati, Kuwait, Lesotho, Liberia, Libyan Arab Jamahiriya, Luxembourg, Maldives, Malta, Marshall Islands, Mexico, Micronesia (Federated States of), Monaco, Montenegro, Myanmar, Namibia, Nauru, Niue, Oman, Palau, Papua New Guinea, Paraguay, Qatar, 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, Somalia, Suriname, Swaziland, Sweden, 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, Zambia.