



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 5 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 **Social Science, Research and Policy Division, Social and Human Sciences Sector**
Duty station Paris, France
Grade P1/P2
Post number SHS-316

Closing date **28 December 2009**

Main responsibilities

Under the authority of the Assistant Director General for Social and Human Sciences Sector and the direct supervision of the Chief of Section for Youth, Sport & Physical Education, the incumbent shall:

- Assist in the implementation of the SHS Global Strategy on Youth and the SHS Strategy on African Youth on the HQ and field levels, maintaining direct contacts with the UNESCO sectors and with Field Offices. S/he will identify the synergies between the Youth Strategy and the SHS Strategy on Sport and Physical Education. The incumbent will follow up on the establishment of a global network of researchers to implement the Section's research agenda.
- Assist in the organisation of the UNESCO Youth Forum, drafting key background documents, following up with the external researchers and experts, developing the agenda and the procedures of the Forum, and preparing of participants, as well as following up on the Forum's recommendations with Member States, National Commissions and youth organisations and networks.
- Contribute to the work of the Sector, Division, and Section by preparing:
 - texts of the sub-programme for official documents;
 - comments and briefings for the Executive Board and the General Conference;
 - briefings for the Director-General and heads of the Sector, Division and Section.
- Support the implementation of regular and extra-budgetary projects by:
 - identifying, preparing, appraising and executing projects;
 - identifying and selecting experts and contracting consultants;
 - collaborating with other Sections/Division in implementing, reviewing and evaluating projects.
 - contributing to UN interagency cooperation and promoting the Section's strategies.
- Set up a data base of youth organisations and strengthen a global network of youth organisations that will act as the interface between UNESCO and youth in order to implement the Section's strategic orientation and promote the objective of the Youth Forum.

Profile

- Advanced University degree (Master or equivalent) in social or human sciences with good knowledge of issues relating to youth participation, governance, public policies and citizenship.
- At least 2 to 4 years of working experience, preferably combining experience in professional and research environments, both at national and international levels, and within the UN system.
- Experience in programme implementation and in organisation and facilitation of youth events.
- Excellent coordination and interpersonal skills. High degree of personal initiative. Ability for networking and for working with and motivating teams. Good research and writing skills.
- Good IT skills. Practical knowledge and skills in databases and portal updating would be an advantage.
- Excellent knowledge of English or French. Knowledge of both working languages is an asset. Excellent drafting skills in English.

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 43,600 euros (41,100 euros if without dependants) for P-1; and from around 55,100 euros (51,600 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 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: **SHS-316**.

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 October 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, Cook Islands, Djibouti, Dominica, Dominican Republic, Egypt, El Salvador, Equatorial Guinea, Estonia, Fiji, Greece, Gabon, 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 Vincent and the Grenadines, San Marino, Sao Tome and Principe, Saudi Arabia, Singapore, Slovenia, Solomon Islands, Somalia, Suriname, Swaziland, Sweden, Switzerland, Tajikistan, Timor-Leste, Tonga, Trinidad and Tobago, Turkey, Turkmenistan, Tuvalu, United Arab Emirates, United States of America, Vanuatu, Venezuela, Viet Nam, Zambia.