

Junior Professional Officers (JPO) Programme

Terms of Reference

GENERAL INFORMATION

Title: Junior Professional Officer,

Sector: Culture Sector (CLT)

Location: Headquarters, Paris

SUPERVISION

Direct supervision by: Paola LEONCINI-BARTOLI, Director, Culture Sector

Under the overall supervision of the Director, the JPO will contribute to the implementation of the Culture Programmes, notably the organization of a forum of Culture Ministers organized by UNESCO; the strengthening of synergies across the cultural conventions of the Culture Programme and activities related to the development of a framework for assisting Member States in their cultural policies.

DUTIES AND RESPONSIBILITIES

- Contribute to the programme planning, monitoring and reporting of the Culture Sector, through the processing and synthesis;
- Assist and participate in the preparation, holding and follow-up of high-level debates, conferences, publications, promotional materials. Contribute to the preparation and editing of reports and briefings and the drafting of responses to queries from Member States, UNESCO's partners, the public and the media, concerning the implementation of CLT programmes.
- Coordinate CLT inputs to the inter-sectoral programmes and initiatives such as the Participation Programme, Anniversaries and Fellowships exercises;
- Assist in the timely preparation and finalization of working documents and briefing materials for monitoring the implementation of ensuing Decisions and Resolutions of UNESCO's Governing Bodies relevant to CLT; contribute to the preparation of speeches, replies and reports of the Director-General and Assistant Director-General to the plenary sessions and various commissions, including the preparation of inputs to intersessional meetings of the Executive Board;
- Provide backstopping and support to UNESCO Field Offices in monitoring and managing CLT's inputs to United Nations exercises and reports and prepare information and analytical materials on these subject areas;
- Conduct internet research as requested and assist in the regular updating of the web site with colleagues concerned.

REQUIRED QUALIFICATIONS

- Advanced university degree (Master's Degree or equivalent) in cultural policies, international relations, social and human sciences or a related field;
- Knowledge of international public administration;
- Excellent coordination; organizational skills, planning and time-management skills;
- Good analytical and problem-solving skills;
- Good knowledge of results-based management tools;
- Strong analytical and writing skills. Ability to collect, summarise and analyse information from various sources;
- Excellent interpersonal and communication skills, including the ability to interact with a wide range of stakeholders within UNESCO
- Excellent (oral and written) communication skills, with proven ability to draft clearly and concisely;
- Strong sense of ethics, integrity, diplomacy, tact and discretion;
- Ability to work effectively in a team and maintain good working relationships in a multicultural environment;
- Demonstrated ability to manage a heavy workload and meet tight deadlines, paying close attention to detail and quality of work;
- Solid IT skills including knowledge of standard office software
- Knowledge of UNESCO's Culture Programme would be an asset

LANGUAGES

- Excellent knowledge of English. Knowledge of another language official language of UNESCO is an asset.

LEARNING ELEMENTS

At the end of the programme the JPO will have acquired:

- a solid understanding of Culture Conventions and policy mechanisms, the structure and working methods of CLT and familiarity with the work and general functioning of international organizations and/or UN system;
- professional experience in exploring establishing and strengthening dialogue and cooperation between intergovernmental, governmental and local authorities, United Nations entities and other stakeholders;
- partnership, fund-raising and resource mobilization skills
- project management within an intergovernmental context;
- a good understanding of knowledge-sharing tools and mechanisms.

BACKGROUND INFORMATION

For more information, please consult :

www.unesco.org

<https://en.unesco.org/themes/protecting-our-heritage-and-fostering-creativity>