

## POSITIONS - YOUNG PROFESSIONALS PROGRAMME (YPP) 2021

*The Young Professionals' Programme (YPP) aims at bringing in young professionals improving the geographical representation of the Organization and enriching and diversifying the UNESCO staff. This programme provides talented, highly qualified university graduates and young professionals from non- and under- represented Member States the opportunity to join UNESCO at the early stage of their professional career.*

### IDENTIFIED P-1/P-2 POSITIONS –SUMMARY OF PROFILES

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**+** **ASSOCIATE EDUCATION POLICY ANALYST** (*Project Appointment*)  
**Education Sector (ED), International Institute for Educational Planning (IIEP)**  
**UNESCO Office Dakar (Senegal)**

*The International Institute for Educational Planning (IIEP) is a UNESCO specialized institute with a mandate to strengthen Member States' capacity to plan and manage their education systems.*

*The IIEP-UNESCO Dakar is renowned for its cutting-edge educational sector analyses and supports African countries in developing realistic and credible education system development plans in support of the Education 2030 agenda, an essential part of the 2030 Agenda for Sustainable Development.*

The **Associate Education Policy Analyst** contributes to activities related to the analysis, planning, implementation, management, and monitoring of education and training policies in selected African countries. The incumbent will assist selected African countries in developing, implementing and monitoring education and training policies in the formal and informal sectors. It includes providing support in the development of thematic diagnosis of education sector and sub-sectors, as well as monitoring the implementation of education policies.

**Education** – Advanced university degree (Master's degree or equivalent) in economics, statistics, management or social sciences, or related fields. Specialized training or courses in educational planning and/or management would be an asset.

**Technical knowledge** – Knowledge of quantitative analysis methods of educational policies as well as qualitative research techniques. Knowledge of statistical techniques and familiarity with statistical software such as SPSS, Stata and SAS.

**Language** – Knowledge of Portuguese would be an asset.

**+** **ASSOCIATE LIAISON OFFICER**  
**Priority Africa and External Relations Sector (PAX), Africa Division (PAX/AFR)**  
**UNESCO Headquarters Paris (France)**

*UNESCO is one of the few UN organizations to have explicitly placed a specific focus on the African continent and to have defined it as a global priority for the whole organization. Its objective is thus to mainstream this priority in all the programmatic areas of work of the Organization.*

*The Priority Africa and External Relations Sector is in charge of coordinating and monitoring the activities and programmes undertaken in the context of Global Priority Africa. The Sector's Africa Division is mandated to coordinate UNESCO's cooperation with African Member States, African Intergovernmental Organizations (IGOs) and Non-Government Organizations (NGOs), public and private partners, orient forward-looking thinking on Africa and provide visibility to the Organization's overall work on Global Priority Africa.*

The **Associate Liaison Officer** will assist in the strengthening of relations with African Member states and partners. The incumbent will prepare regular situation reports, country profiles and relevant databases, contribute to the preparation of documents (correspondence related to Member States, briefing notes, synthetic and analytical

reports, including discussion points) and also assist in notetaking and report writing during UNESCO Executive Board and General Conference sessions.

**Education** – Advanced university degree (Master’s degree or equivalent) in international relations, international law or political science, or related fields. Specialized training or courses in one or more of the following disciplines would be an asset: African studies, international cooperation, working with private partners.

**Technical knowledge** – Knowledge of Africa’s geopolitics and social, economic and political contexts at national and regional levels.

#### **ASSOCIATE HR OFFICER (LEGAL)**

**Sector for Administration and Management (ADM), Bureau of Human Resources Management (HRM)  
UNESCO Headquarters Paris (France)**

*Within the Sector for Administration and Management, the Bureau of Human Resources Management plays a primary role for ensuring UNESCO’s continuing capacity to deliver on its mandate by providing strategic leadership and advice on the full range of human resources matters, as well as providing vision and strategies for the creation and maintenance of a dynamic workforce.*

*The Human Resources Strategic Support Section (HRM/STS) is responsible for the development and interpretation of the Organization’s HR policy, including Staff Regulations and Staff Rules, the HR Manual and human resources processes and practices, with a view to achieving, to the extent possible, harmonization with UN Common System HR policies and practices.*

The **Associate Human Resource Officer (legal)** will provide legal advice and recommend solutions based on applicable regulations, by assisting in reviewing requests, protests, complaints and appeals against administrative decisions. The incumbent will review complaints/protests against administrative decisions, examine any other requests/complaints related to HR legal issues and conduct in-depth research/studies on both legal and factual aspects of the resources.

**Education** – Advanced university degree (Master’s degree or equivalent) in international law or related fields. Specialized training or courses in international administration would be an asset.

**Technical knowledge** – Knowledge of international administrative law. Knowledge of HR legal environment.

#### **ASSOCIATE FINANCE & ADMINISTRATIVE OFFICER**

**Sector for Administration and Management (ADM), Section for Administrative Support (ADS)  
UNESCO Field Office**

*The Sector for Administration and Management provides operational/management services and solutions for UNESCO to achieve programme results, safeguarding UNESCO’s accountability vis-à-vis Member States and other relevant partners.*

*In UNESCO’s Field Offices, the Finance and Administrative Unit establishes and maintains efficient administrative systems and control mechanisms to support the smooth running of the Office’s operations and ensure compliance with administrative, human resources and financial rules and procedures.*

The **Associate Finance and Administrative Officer** will assist in providing a range of financial and administrative management support activities to Field Offices and participate in Finance and HR operational activities with a view to developing knowledge and expertise. In particular, the incumbent shall advise and support Field administrative staff on all administration, budget, financial, human resources, premises-related matters. It includes advising staff on financial transactions and monitoring of Field Offices' fixed assets. The position also

includes advising on issues relating to local UN harmonization and alignment of financial management and human resources management.

**Education** – Advanced university degree (Master’s degree or equivalent) in finance, business administration or accounting, or related fields. Specialized training or courses in one or more of the following disciplines would be an asset: finance, human resources, accounting.

**Technical knowledge** – Practical knowledge of Enterprise Resource Planning (ERP) and financial, HR and administrative management tools. Understanding of general administrative services.

#### **ASSOCIATE PROGRAMME SPECIALIST**

**Communications and Information Sector (CI), Section for Media and Information Literacy & Media Development (MID)**

**UNESCO Headquarters Paris (France)**

*The Communication and Information Sector strives to foster freedom of expression, media development and media literate societies, and to build knowledge societies underpinned by universal access to information and knowledge, the innovative use of digital technologies and the preservation of documentary heritage, in line with UNESCO’s mandate to “promote the free flow of ideas by word and image”.*

*The Media and Information Literacy and Media Development Section deals mainly with its two eponymous issues. It does so through measures including youth and media policies, journalism education and support for community media. The Section also addresses the issue of gender in the media, as well as media responses to terrorism, crises and natural disasters. The Section is in charge of World Radio Day (13 February), Global Media and Information Literacy Week (24-31 October) and the Week of Sound.*

The **Associate Programme Specialist** will contribute to the work of the Section not only in target countries but also globally, by helping build bridges between primary policymakers and key civil society actors. The incumbent's main duties include assisting with, but are not restricted to : Contribute technical inputs for the administration and implementation of programmes and projects; Identify opportunities for increased inter-disciplinary collaboration; Monitor and adjust project budget expenditures based on changed work plans; Carry out backstopping in support of collaborative activities for colleagues at Headquarters, in the Field and Institutes. Participate in field missions as relevant.

**Education** – Advanced university degree (Master’s degree or equivalent) in the field of communication, information, media or journalism, or related fields. Specialized training or advanced degree in media and information literacy would be an asset.

**Technical knowledge** – Very good competence in the production and management of social media content and platforms. Knowledge of graphic design, multimedia or audio and visual productions. Competencies to assess deliverables resulting from professional recordings.

✚ **ASSOCIATE PROGRAMME SPECIALIST** (as of October 2022)

**Culture Sector (CLT), Culture and Emergencies Entity (CLT/CEM), Movable Heritage and Museums Unit (MHM)**

**UNESCO Headquarters Paris (France)**

*The Culture Sector's mission is to promote the role of culture, from cultural heritage to creativity, as an enabler of sustainable economic and social development, a source of knowledge and resilience and a vector for dialogue and cooperation. Through the implementation of its mutually reinforcing Culture Conventions, UNESCO works with the international community to protect culture and promote cultural pluralism in emergency situations, implementing activities in times of civil strife and warfare, as well as in the wake of disasters caused by natural or human-made hazards.*

*The mission of the Unit on the Movable Heritage and Museums (MHM) is to ensure the effective implementation of the 1970 Convention on the Means of Prohibiting and preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, the 2015 Recommendation concerning the Protection and Promotion of Museums and Collections, their Diversity and their Role in Society, and its related programmes.*

The **Associate Programme Specialist** will act as a key member for the Movable Heritage and Museums team and contribute to the implementation of the 2015 Recommendation and the 1970 Convention. In particular, the incumbent will contribute to the formulation of strategies of the 2015 Recommendation, by supporting the Unit's efforts to assist and advise Member States on the updating of related policies and applications of the Recommendation, among other duties. It will also include providing information for the Executive Board and the General Conference. The incumbent will also contribute to the work of governing bodies to the 1970 Convention.

**Education** – Advanced university degree (Master's degree or equivalent) in the field of culture or human and social sciences, or related fields. Specialized training or courses in one or more of the following disciplines would be an asset: museums, cultural heritage conservation and management, history of arts.

**Technical knowledge** – Good knowledge of UNESCO's standard setting instruments and programmes in the field of culture, including of the 1970 Convention and the 2015 Recommendation on the Protection and Promotion of Museums and Collections.