

Title:	PROGRAMME ASSISTANT FOR CULTURE
Type of Contract:	Service Contract
Grade:	G-5
Organizational Unit:	UNESCO BEIJING OFFICE
Primary Location:	UNESCO BEIJING
Recruitment open to:	Only candidates resident in China may apply for this post
Duration of the Contract:	Initially 12 months, with the possibility of extension
Deadline (<i>midnight, local time</i>):	13 June 2019

OVERVIEW OF THE FUNCTIONS OF THE POST

Description of Responsibilities:

Under the authority of the Director, UNESCO Office Beijing and the direct supervision of the Programme Specialist for Culture, the incumbent shall provide administrative and secretarial assistance, and carry out the following duties and responsibilities:

1. Provide necessary administrative support with respect to project implementation, monitoring & evaluation, budget control, reporting and update of relevant databases within the framework of UNESCO's programmes;
2. Assist in the preparation of contracts, monitor payment, prepare payment, oversee budget situation, communicate and follow up with project partners to ensure smooth implementation of programme activities.
3. Assist in the preparation of UNESCO workplans, project proposals for mobilization of funds from EXB sources, reporting and update of relevant databases within the framework of UNESCO's regular and extra-budgetary programmes.
4. Assist in organizing seminars, workshops and trainings as planned by the Section and undertake missions as requested by the Head of Unit.
5. Assist in preparing various kinds of reports such as requested by UNESCO Headquarters, country briefings, UN reporting, inputs to office publications, coordinate Culture website update and prepare speeches, presentations, meeting minutes, memos, letters and other correspondence, and provide translation and interpretation services.
6. Assist in maintaining contact with UNESCO National Commissions, line ministries, UN agencies, development agencies, donors and NGOs in the Cluster countries.
7. Undertake any other assignments requested by the Director or the Programme Specialist.

REQUIRED QUALIFICATIONS

EDUCATION

- Secondary, technical and/or vocational training.

WORK EXPERIENCE

- A minimum of 5 years of relevant job experience, 2 years preferably working experience in the area of international organizations or diplomatic bodies;
- Experience in the area of project management, coordination and implementation.

SKILLS/COMPETENCIES

- Demonstrating/safeguarding ethics and integrity;
- Demonstrate corporate knowledge and sound judgment;
- Self-development, initiative-taking;
- Facilitating and encouraging open communication in the team, communicating effectively;
- Creating synergies through self-control;
- Managing conflict;
- Capacity to work in a team as well as independently;
- Operates in compliance with UNESCO's rules and regulations.

LANGUAGES

- Excellent knowledge of English and Mandrine (oral and written)

DESIRABLE QUALIFICATIONS

EDUCATION

- Specialized training / Certification in Secretary, Management and/or Public Relations.

WORK EXPERIENCE

- Relevant professional experience in Secretary and Management.

SKILLS/COMPETENCIES

- Knowledge of UNESCO administrative and informatics tools (FABS, SISTER, DUO, etc.).

LANGUAGES

- Good knowledge of French.

BENEFITS AND ENTITLEMENTS

Benefits include: 2.5 days of leave per month, up to 15% of the basic salary for medical insurance and pension plan.

Please note that UNESCO is a non-smoking Organization.

A WRITTEN EXAMINATION MAY BE USED IN THE EVALUATION OF CANDIDATES.

HOW TO APPLY

Interested candidates should submit their application letter and CV in English to UNESCO Beijing office jobvacancy@unesco.org using UNESCO CV form available on this link: <https://pan.baidu.com/s/1hUQpEtOq1DnmD2PSSyJEww> . The deadline is 13 June 2019 at midnight (local time).

UNESCO is committed to promote geographical distribution and gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply, as well as nationals from non- and under-represented Member States. Persons with disabilities are equally encouraged to apply. Worldwide mobility is required as staff members have to serve in other duty stations according to UNESCO's geographical mobility policy.

UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.