

Job Title: Project Officer for Culture

Parent Sector : Field Office

Duty Station: Cairo

Job Family: Culture

Type of contract : Non Staff

Level : [[SB4 NO-B]]

Duration of contract : 1 year [1 year Initial; Three (3) months probationary period; Renewal subject to satisfactory performance and availability of funds]

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 06-APR-2023

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

Only candidates who have the right to live and work in Egypt may apply for this position.

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Director of the UNESCO Regional Bureau for Sciences in the Arab States, the direct supervision of the Programme Specialist for Culture, the incumbent will provide technical assistance and analysis for the efficient and effective management of the Culture Programme anchored in the UNESCO Culture Conventions, Recommendations, and Declarations to contribute to the achievement of Sustainable Development Goals (SDGs) and the national sustainable development frameworks and plans. This will involve the conceptualization, planning, coordination and monitoring of the Culture Programme, in particular, with extra-budgetary resources.

The incumbent will carry out the following responsibilities:

- Assess and analyze priority needs in the culture sector in member states for resource mobilization and partnership building,
- Develop concept notes and project proposals/documents based on result-based methodology for international donors and partners,
- Undertake result-based planning/management, monitoring and reporting,
- Prepare technically and financially sound work plans and procurement plans and implementation strategies,
- Prepare materials and documentation for procurement processes,
- Coordinate projects' activities, ensuring quality control of deliverables and their compliance with contracts' terms and regulations,

- Prepare briefs and reports,
- Organize working and review meetings with donors/partners,
- Undertake missions to monitor progress in the project implementation and prepare reports,
- Build and sustain working relationships with projects' implementation partners and other relevant government institutions and stakeholders,

- Ensure knowledge management of data, information, technical documents, and other materials generated through projects,
- Undertake communication and information activities which include preparing promotional materials, drafting web articles, and creating engaging content for social media to promote the projects' activities and outcomes and enhance the visibility of UNESCO,
- Contribute to the development of UN joint programmes with interdisciplinary approach by integrating culture into sustainable development,
- Carry out additional activities that may be required for the Culture Unit and the Office.

COMPETENCIES (Core / Managerial)

Accountability (C)

Communication (C)

Innovation (C)

Knowledge sharing and continuous improvement (C)

Planning and organizing (C)

Results focus (C)
Teamwork (C)

For detailed information, please consult the [UNESCO Competency Framework](#).

REQUIRED QUALIFICATIONS

Education

- Advanced University degree (Masters or equivalent) in cultural heritage management, architecture, archaeology, museology, and other related fields to cultural heritage.

Work Experience

- Minimum 5 years including 3 years with UN system or intergovernmental organization of relevant experience in managing and coordinating projects including procurement of services and materials in the field of cultural heritage and/or museums in Egypt

Skills

- Skills in developing intersectoral project proposals for the Office as per the mandate of UNESCO,
- Skills in result-based management and outcome-oriented delivery,
- Skills in elaborating sound theory of change scenarios, reporting and evaluation.
- Ability to interact with a wide range of partners and government officials;
- Good interpersonal and communication skills;
- Good organizational and coordination skills;
- Ability to work as part of a multicultural team;
- Ability to take initiative and provide quality and timely support and services;
- Proven computer skills (MS Word, Excel, Database systems, Outlook, etc.).

DESIRABLE QUALIFICATIONS

- PhD in cultural heritage management, architecture, archaeology, museology, and other related fields to cultural heritage.
- Experience with EU projects as well as multi-donor projects.

SELECTION AND RECRUITMENT PROCESS

Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the [UNESCO careers website](#). No modifications can be made to the application submitted.

The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview.

UNESCO uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.

UNESCO recalls that paramount consideration in the appointment of staff members shall be the necessity of securing the highest standards of efficiency, technical competence and integrity. UNESCO applies a zero-tolerance policy against all forms of harassment. UNESCO is committed to achieving and sustaining equitable and diverse geographical distribution, as well as gender parity among its staff members in all categories and at all grades. Furthermore, UNESCO is committed to achieving workforce diversity in terms of gender, nationality and culture. Candidates from non- and under-represented Member States (last update here) are particularly welcome and strongly encouraged to apply. Individuals from minority groups and indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the highest level of confidentiality. Worldwide mobility is required for staff members appointed to international posts. UNESCO does not charge a fee at any stage of the recruitment process.