VACANCY ANNOUNCEMENT
Expert in International Development and Communications
UNESCO La Habana

The UNESCO Regional Bureau for Culture in Latin America and the Caribbean, based in Havana, Cuba, is seeking a qualified, native English-speaking, service-oriented and proactive expert to assist the Bureau’s planning, fundraising, and results based-monitoring, reporting and communications.

Under the authority of the Director, the selected candidate will:

i. Support the development of the regional strategy to assist Member States including the follow-up and review of the implementation of the UNESCO Regional Plan for Culture for Latin America and the Caribbean;

ii. Prepare draft proposals and support the Bureau’s planning and fundraising efforts;

iii. Assist UNESCO’s joint efforts and participation in UN-related initiatives;

iv. Support the Bureau’s English language communications, including the edition of press releases, news items, website content, reports and other documents to be published or released.

Required qualifications: University degree, knowledge, and experience in international development or a related field; three to five years of experience (of which 2 years have been acquired at the international level); previous experience in UN desirable; proven successful development of fundraising proposals; and proven skills in website management and communications, reporting and edition in English.

How to apply:

A letter of motivation, in English, indicating qualifications and experience relevant to the position, together with completed UN Personal History form (P11) and CV, should be sent to the following address before 21 July 2016:

habana@unesco.org

Asunto: Convocatoria Especialista en Desarrollo Internacional y Comunicaciones.

UNESCO is committed to promoting gender equality. Therefore, women candidates are strongly encouraged to apply. Persons with disabilities are also encouraged to apply. UNESCO does not charge a fee at any stage of the recruitment process. Only shortlisted candidates will be contacted for written test and interview.