

DOHA OFFICE



RE-ADVERTISEMENT

Date Issue: 26/08/2015

Closing Date: 11/09/2015

Post Title: **Coordinator Officer**

Organizational Unit: UNESCO Doha Office/DIR
Sector Duty Station: Doha, Qatar
Type of contract: Service Contract (Temporary)
Post level: SB-4 (Peg 3)
Start date: 01 October 2015
Duration of Contract: 03 months

MAIN RESPONSIBILITIES

Under the authority of the Director of the Doha office, the Coordinator Officer will provide support to Director in management, UN coordination, programme support, reporting, monitoring and external communication by carrying out the following duties:

1. Management
 - Assist the Director in the assessment and strategic planning and provide overall management and coordination support of UNESCO activities in Doha;
 - Keep abreast with the critical/strategic initiatives as delegated/ requested and identify/prioritize issues in need of immediate attention especially relating to the global or regional initiatives involving the direct participation of the Director;
 - Provide support to the Director by timely preparing substantive materials, including background papers for speeches and talking points for meetings with Government representatives, senior UN Agency and NGO personnel, the diplomatic corps, as well as internal, inter-agency and donor meetings in. Participate in such meetings as required, reporting on outcomes and following up on actions;
 - Organize draft responses and provide editorial and substantive inputs as necessary in correspondence submitted for the signature of the Director;
 - Coordinate meetings chaired by the Director, in terms of organizing the agenda, planning and follow up to meetings, support to the documents and information management, as well the monitoring of action points, decisions, recommendations and deadlines, with regular updates to supervisors on important issues;
 - Manage deadlines, UOD's office contributions and ensure that deadlines are met;
 - Introduce strategic programme planning and management tools to UNESCO Doha's program portfolios and office management.
2. UN Coordination
 - Follow up on UNESCO's programmatic input in the framework of the UNDAF including the preparation of the reporting of UNESCO contribution to the CCA/ UNCCSF/UNDAF processes in Kuwait, KSA, Bahrain, Abu Dhabi and Yemen by coordinating programme staff inputs and following up with the RC offices;
 - Provide assistance in the preparation of inputs in preparation of briefing material, presentations for UNCT meetings in Kuwait, KSA, Bahrain, Abu Dhabi and Yemen, and ensure proper record of decisions taken and their timely follow up;
 - Ensure coordination with the other members of the UN Country Teams in Kuwait, KSA, Bahrain, Abu Dhabi and

Yemen, government counterparts, civil society organizations and implementing partners.

- Assist the Director in the coordination of UN working group where UNESCO is leading.
 - UNESCO Doha is involved in the response to the crisis in Yemen in the field of Culture and Education. To this end follow up the inputs of the programme colleagues to the response, coordinate with the RC office and the HC office the activities, prepare briefing, contribute to documents preparation, follow meetings with/or on behalf of the Director when requested.
3. Monitoring and Reporting
- Coordinate and overview staff reporting of results on SISTER of all the activities of the office and maintain reporting deadline.
 - Follow up that the various projects have their independent mid-term and end of project evaluations conducted in coordination with project officers. Keep deadlines calendar to this purpose.
 - In coordination with all Programmes of the Doha Office, will be in charge of the review, edit and finalization of reporting, annual reports and evaluation reports;
 - Oversee and ensure the smooth flow of relevant information within the Office and to HQ with dissemination of relevant information to UN agencies, missions and other partners both at field and HQ level.
 - Overview that outcomes of activities are met and coordinate the reporting of the impact of activities with programme colleagues in order to report on office results by the end of the year.
4. Programme Support
- Coordinate and liaise with programmes for the submission of any input/contribution or briefing to HQ or Regional thematic offices;
5. External communication
- Contribute to the office's outreach and visibility of activities through the preparation of news articles linked to UN activities in the GCC and Yemen
 - Coordinate press releases, articles, editorials, OP-eds and other media contents prepared by colleagues in the office for the Director revision;

Undertake any other pertinent professional duties as may be assigned by the Director of the UNESCO Office in Doha.

REQUIRED QUALIFICATIONS

- University degree in political science, international relations, international economics, law or other related field. A combination of relevant academic qualifications and experience may be accepted in lieu of the advanced university degree.
- At least two years of relevant experience in a similar capacity. Experience in the UN system preferred. Experience at national and international levels in editing and or report writing would be an asset.
- Excellent knowledge of English and Arabic

CONDITION OF POST

The monthly remuneration for this post is QAR 29,960 (USD 8,230).

HOW TO APPLY

All the candidates should submit their letter of interest and CV using UNESCO CV Standard form (attached) to the address: 66, Lusail Street - West Bay P.O. Box 3945, Doha, or to doha@unesco.org or by Fax: +974 44113015. Please clearly indicate in the subject of your application message, the post title.

UNESCO does not charge a fee at any state of the recruitment process.

Please note that UNESCO is a non-smoking Organization.