



Organización
de las Naciones Unidas
para la Educación,
la Ciencia y la Cultura

UNESCO La Habana

Oficina Regional de Cultura para América Latina y el Caribe
Oficina de Representación para Cuba, República Dominicana y Aruba
Oficina Multipaíses para Cuba, República Dominicana, Haití y Aruba

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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.

