



United Nations  
Educational, Scientific and  
Cultural Organization

## New UNESCO Post in HIV & AIDS and Education

The United Nations Educational, Scientific and Cultural Organization (UNESCO) is seeking applications for a post in Paris, France.

### Programme Specialist (P- 4 ALD)

Within the Section of Education and HIV & AIDS (ED/PSD/HIV) the postholder will have responsibility for planning and managing recruitment, orientation and appraisal processes for HIV-related posts and consultancies in the field and HQ which are funded from centrally managed extra-budgetary sources, as well as for cross-Section support and coordination. The post is located in the Section of Education and HIV & AIDS (ED/PSD/HIV), and will report to the Chief of Section, under the overall authority of the UNESCO Director of the Division of Education for Peace and Sustainable Development (ED/PSD).

The post is an Appointment of Limited Duration (ALD) until the end of 2012 with the United Nations Educational, Scientific and Cultural Organization (UNESCO), with the possibility for extension. The salary is in accordance with UNESCO scales and includes a post adjustment. Individuals engaged under the ALD scheme are governed by provisions of the UNESCO Staff Regulations and General Conditions applicable to Appointments of Limited Duration ("General Conditions") as established by the Director-General. The ALD provides adequate social security coverage and medical care.

Additional information about UNESCO and its work on HIV and AIDS is available from the website: <http://unesco.org/aids>

***To apply, please submit CV, a cover letter supporting your application, specifying which post you are applying for, and the names and contact details for three referees, to:***

Chief of Section  
ED/PSD/HIV  
UNESCO  
7, place de Fontenoy  
75352 Paris 07 SP  
France  
Tel. + 33145681438  
Email: n.chat@unesco.org

**Closing date for applications 21 February 2011**

## Programme Specialist (P4- ALD)

**Date:**  
**Grade:** Programme specialist  
(P-4 ALD)  
**Contract type:** ALD

**Deadline for applications:** 21 February 2012  
**Duty station:** Paris, France

**Organization:**  
UNESCO  
Division of Education for Peace and Sustainable  
Development  
Section of Education and HIV & AIDS

**Duration:** 1 year, renewable to  
end of 2012, with possibility for  
extension



## Main tasks and responsibilities of the position

### Nature of the Work

The post requires intellectual leadership and innovation in both policy development and programme origination and planning, strong understanding of UNESCO structures and procedures and the ability to interact with a wide range of external and country-based stakeholders. The post has cross-section functions and requires responsiveness to demands for analysis and input on a varied range of issues.

### Main tasks and responsibilities of the position

#### **Recruitment, capacity development and mentoring**

- Manage recruitment and contract renewals for HIV-related positions funded from centrally managed extra-budgetary resources in the field and in the Section of Education and HIV & AIDS, as required, following UNESCO rules and procedures;
- Contribute to the review, harmonisation and regular updating of post descriptions within ED/PSD/HIV;
- Develop post descriptions;
- Analyse and project staffing needs;
- Provide technical advice on recruitment;
- Provide technical expertise on fund allocations in respect of staffing;
- Ensure quality assurance and compliance with UNESCO rules and procedures in relation to the use of consultants by ED/PSD/HIV.

#### **In liaison with the EDUCAIDS team, UNESCO regional AIDS advisors, and supervisory staff in field offices:**

- Support the induction and appraisal of National Professional Officers (NPOs) and other staff working on HIV and AIDS;
- Coordinate the regular review of the expanded use of NPOs, incorporate lessons learned and inform future biennial planning;
- Coordinate periodic reviews of hosting arrangements for NPOs and other staff in

countries in which UNESCO does not have offices.

#### **Cross-Section coordination**

- Contribute technical expertise to the work of the Section, especially in relation to the health promotion aspects of this work, and in relation to UNESCO's engagement with UNAIDS including the UNAIDS Strategy, Outcome Framework and Division of Labour;
- Read, edit, and comment on documents from within the Section, UNESCO (other sections and divisions, field, cluster and regional offices) and UNAIDS
- Collaborate with the Section Chief and Team Leaders, including providing back-up in their absence on mission or leave.

#### **Other tasks**

- Participate in the Section Management Team;
- Act as interim for the Section Chief and represent the Section/Organization when required;
- Other tasks as assigned by the Section Chief or Division Director.

### **Qualifications**

#### **Education**

Advanced university degree (equivalent of a Masters degree) in a relevant field. Additional academic or professional qualifications would be an advantage.

#### **Professional experience**

At least 7 years of progressively responsible relevant experience, preferably at least 3 years of which has been at the international level. Developing country experience is essential.

#### **Competencies**

- Extensive professional knowledge and experience of Education and HIV & AIDS
- Demonstrated skills in partnership development with government, civil society and other stakeholders
- Excellent strategic and analytical skills
- Excellent coordination and networking skills
- Senior management experience and excellent managerial and organisational development skills
- Strong writing skills
- Ability to provide technical oversight and mentoring for staff
- Excellent interpersonal skills

#### **Language skills**

Fluency (oral and written) in English essential. Ability to communicate in French is also important.

Applications from people living with HIV are particularly welcome.