



Post Title: NATIONAL PROFESSIONAL OFFICER (CULTURE)
Domain: Culture
Post Number: 6SNCLT1000RP
Grade: NOC
Organizational Unit: UNESCO Dakar Office
Primary Location: Dakar,
Recruitment open to: Nationals of Senegal only
Type of contract: Fixed-Term
Annual salary: 27 299 000 CFA
Deadline (midnight, Dakar time): 18/02/2017

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Assistant Director General for Culture (ADG/CLT) and the functional authority of the Director of the UNESCO Office in Dakar, and the direct supervision of the Programme Specialist for Culture, the incumbent will be responsible for programme and project work, advice, research and knowledge management, networking, partnerships and resource mobilization carried out under Major Programme IV – Culture, with an emphasis on the national perspective of Senegal to the Field Office and the Culture Sector (CLT) work as well as to multisectorial and cross country programmatic activities and initiatives conducted from the UNESCO Office in Dakar. The incumbent will work within the framework of UNESCO’s Medium Term Strategy (C/4s), the approved Programme and Budget (C/5) for Major Programme IV (Culture) and global development plans, notably the 2030 Agenda for Sustainable Development. In this context, the incumbent will:

- Participate in the conceptualization, design, planning, development, coordination, monitoring and implementation of the Field Office’s Culture strategies and corresponding programmes, projects and activities. Identify entry points for culture and focus on areas within national priorities, and propose alignment of the latter with Culture priorities, at the national and regional levels, particularly for the promotion, preservation and safeguarding of tangible, intangible and movable heritage, as well as the promotion of the diversity of cultural expressions. Ensure programme alignment with the 2030 Agenda for Sustainable Development building on the Culture-related entry points in the framework of the social, economic and environmental dimensions of sustainable development;
- Establish collaborative and influential partnerships with stakeholders and enhance UNESCO’s standing and influence with think-tank institutions, universities and research centers in the area of Culture. Liaise with colleagues of the Sector and other Sectors of UNESCO; support the efficient implementation of joint programme and project work and maintain close relations with local authorities, governmental and national professional organizations. Contribute to the development of national cultural policies. In this context, maintain strong working relations with relevant cultural institutions, as well as pertinent intergovernmental and non-governmental organizations;
- Contribute to resource mobilization for the country by developing concept notes and project proposals on the basis of situational analysis and needs assessments and in accordance with the C/5. Deal with UN Agencies seeking or marketing joint programmes, bilateral and multilateral partners, continental development Banks (e.g. ADB or others) and International Institutions. Prepare and follow up on submissions, coordinate donor meetings, including state of the art peer consultations. Prepare inputs and strive to generate extra budgetary projects and funding;
- Provide material to support the Programme Management Team (PMT) of UN Country Teams (UNCT) to organize, monitor and evaluate UNDAFs (UN Development Assistance Frameworks) and CPDs (country programme documents) in the light of cultural indicators and other relevant standard setting instruments prepared by the Sector. Ensure support to meetings, workshops and training hosted by UNESCO;
- Participate in UNDAF/Delivering as One planning and implementation, as well as in other joint collaborations with development partners.

REQUIRED QUALIFICATIONS

EDUCATION

Advanced university degree (Master’s or equivalent) in the field of culture, social and human sciences or in another related area. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

WORK EXPERIENCE

- Minimum of 4 years of progressively responsible relevant experience in the field of culture and/or related field, of which 2 years acquired at the international level.
- Proven experience in designing, implementing policies and programme work plans.
- Experience in developing and maintaining knowledge networks and external partnerships, notably with UN Organizations or international entities.

SKILLS/COMPETENCIES

- Strong analytical, problem solving and organizational skills.
- Proven resource mobilization skills.
- Knowledge of UNESCO's standard-setting instruments and programmes in the field of cultural heritage.
- Excellent interpersonal and communication skills (oral and written); with proven ability to draft clearly and concisely and to produce high level quality briefings and other documents.
- Ability to build, maintain and enhance working relations with national/local authorities, cultural institutions and relevant intergovernmental and non-governmental organizations.
- Ability to lead, manage and motivate staff and teams and to maintain effective working relationships in a multicultural environment.
- Discretion and maturity of judgement.
- Good IT skills (word processing, spreadsheets, etc.).

LANGUAGES

- Very good knowledge of French and good knowledge of English.

DESIRABLE QUALIFICATIONS

EDUCATION

- Relevant specialized training/certification in the field of culture.

WORK EXPERIENCE

- Familiarity with the political and cultural context of the Sahel region.

LANGUAGES

- Knowledge of local language (s).

HOW TO APPLY

Please provide a motivation letter, an updated curriculum vitae along with photocopies of diplomas and certificates of services to your application. Please do not send original documents as only short-listed applicants will be contacted.

Send your application to the following address to UNESCO Dakar office, route de la plage de Ngor, BP. 3311 Dakar - Senegal before the closing date under confidential cover clearly indicating the title of the Job "**National Programme Officer (Culture) -NOC**" and the vacancy announcement N° **6SNCLT1000RP** or by email with all the attachments of your application file to the following email address: recruitment.breda@unesco.org

Applications received after the deadline will not be considered.

Position open to Senegalese nationals only.

A WRITTEN EXAMINATION MAY BE USED IN THE EVALUATION OF CANDIDATES

UNESCO is committed to promote geographical distribution and gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply, as well as nationals from non- and under-represented Member States. Persons with disabilities are equally encouraged to apply. Worldwide mobility is required as staff members have to serve in other duty stations according to UNESCO's geographical mobility policy. Unesco does not charge a fee at any stage of the recruitment process.