

Title:	Associate Project Officer (Anti-Doping)
Domain:	Social and Human Sciences
Grade:	P-2
Organizational Unit:	Social and Human Sciences Sector, Youth and Sport Section
Duty Station:	Paris, France
Type of contract:	Project Appointment
Annual salary:	Approx. 59 443 EUROS
Duration of contract:	2 years with possibility of extension depending on availability of funds and performance (six months probationary period)
Deadline (<i>midnight, Paris time</i>):	21 December 2017
Application to be sent to:	m.dally@unesco.org

OVERVIEW OF THE FUNCTIONS OF THE POST

I. Background

UNESCO's physical education and sport programme promotes sport as a means to contribute to sustainable development, social inclusion and ethical values. The programme notably provides the Secretariat for the International Convention against Doping in Sport (2005) with currently 187 States Parties. The programme is supported by the Fund for the Elimination of Doping in Sport (the Fund).

The Fund's Approval Committee, elected by the Conference of Parties to the Anti-Doping Convention, decides on projects to be financially supported in States Parties to the Convention. These projects cover anti-doping education, policy advice, as well as mentoring and capacity building. To date, the Fund has invested more than \$4.2 million in 218 projects led by 108 States Parties.

II. Duties and requirements

Under the overall authority of the ADG and the authority of Director of Programmes and Policies and the direct supervision of the Secretary of the International Convention Against-Doping in Sport, the incumbent is charged with analytical, technical, administrative and project management aspects, day-to-day implementation of projects and activities related to the Fund for the Elimination of Doping in Sport and the Convention. The incumbent will contribute to the monitoring and advocacy activities related to the visibility of the Fund and resource mobilization. He/She will undertake the following tasks and responsibilities:

- Assist in the management of the Anti-Doping Fund of the International Convention Against-Doping in Sport, and activities related to the Approval Committee of the Anti-Doping Fund and the Bureau of the Conference of Parties; monitor accordingly required follow-up actions;
- Assist in the overseeing of the allocation of the Fund in accordance with the decisions taken by the Conference of Parties to the International Convention Against-Doping in Sport and accordingly by the Approval Committee;
- Assist in administrative arrangements required for the effective implementation of activities under the Anti-Doping Fund. This includes drafting and preparation of contracts in accordance with UNESCO's financial regulations. Assure administrative or budgetary support or monitoring of financial allocations granted through the Fund and to related fundraising activities, translations of documents, organization of meetings, as well as assess the implementation of projects financed under the Anti-Doping Fund, follow-up of contracts and agreements with external entities;
- Liaise with and assist States Parties in providing backstopping support, including to other relevant organizations in the advocacy and awareness raising for applications to the Fund;
- Assist in particular the development of initiatives to ensure the submission of high quality projects which conform with the regulations governing the Anti-Doping Fund;
- Contribute to the drafting of relevant correspondences, speeches, briefing notes and other documents related to the International Convention Against-Doping in Sport and the Anti-Doping Fund, including assistance in the drafting, preparation, development and follow-up to the evaluation of the Anti-Doping Fund;

- Assist in communication, information and outreach activities and initiatives pertaining to the Convention and the Fund, in particular the International Convention Against-Doping in Sport's website;
- Assist the Secretary of the International Convention Against-Doping in Sport concerning activities related to the common agenda of the Fund's Approval Committee and the Bureau of the Conference of Parties;
- Participate in meetings, seminars or other official events pertaining to the activities of the International Convention and the Anti-Doping Fund;
- Contribute to others tasks that may be required within the framework of the International Convention Against-Doping in Sport.

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree (Master's or equivalent) in one of the programmatic areas of UNESCO (education, natural sciences, social sciences, culture, communication and information).

WORK EXPERIENCE

- Minimum 2 years of professional experience in project planning, coordination and monitoring, of which at least 1 year acquired at international level.
- Experience with financial and administrative procedures of an international public administration, or a UN Specialized Agency.

SKILLS/COMPETENCIES

- Skills in the development, implementation and evaluation of projects related to sport or anti-doping, including budget planning.
- Good knowledge of the governance and functioning mechanisms of the International Convention Against-Doping in Sport and of the Anti-Doping Fund.
- Good knowledge of the international anti-doping environment.
- Ability to work in a team and maintain effective working relationships with people of different nationalities and cultural backgrounds. .
- Ability to work under pressure, to meet tight deadlines, paying close attention to detail and quality of work.
- Strong IT skills, including in the use of MS office (Excel, Word, Power Point, etc.).
- Strong inter-personal and communications skills (oral and written).

LANGUAGES

- Excellent knowledge (written and spoken) of English or French.

DESIRABLE QUALIFICATIONS

WORK EXPERIENCE

- Previous experience with UNESCO and understanding of the Organization.

SKILLS/COMPETENCIES

- Experience with UNESCO's reporting, financial and administrative systems and tools.
- Planning and organizational skills, including budgeting and monitoring; a knowledge of UNESCO's working environment.
- Communication, information and outreach skills.

LANGUAGES

- (Very) good knowledge of Spanish or other UNESCO official languages (Arabic, Chinese, Russian).

BENEFITS AND ENTITLEMENTS

UNESCO's salaries are calculated in US dollars and exempt from income tax. They consist of a basic salary and a post adjustment which reflects the cost of living in a particular duty station and exchange rates.

Other benefits include: 30 days annual leave, family allowance, home travel, education grant for dependent children, pension plan and medical insurance. More details on [the ICSC Web site](#).

Please note that UNESCO is a non-smoking Organization.

HOW TO APPLY

To apply:

- Please fill the UNESCO CV (<https://en.unesco.org/careers/media/3705>)
- Send it together with a cover letter by e-mail to m.dally@unesco.org
- Please label the subject line "Associate Project Officer – Anti-Doping"
- The deadline is **21 December 2017 (Midnight, Paris time)**
- Applications on different formats will not be considered
- Please note that the three references may be contacted

For more information on UNESCO programmes and employment opportunities, please consult our website: <https://en.unesco.org/careers>

Please note that only pre-selected candidates will be contacted.

UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.