

## CALL FOR APPLICATIONS

**Title:** Assistant Project Officer  
**Domain:** Youth  
**Organizational Unit:** Youth and Sport Section  
Social and Human Sciences Sector  
**Primary Location:** Paris, France  
**Deadline:** **20 December 2017 midnight Paris time**  
**Type of contract:** Project Appointment  
**Grade:** P-2  
**Salary:** Approx. 59 443 EUROS  
**Duration:** 1 year (starting in January 2018) including a 6-months probation period, with possibility of extension subject to availability of funds and satisfactory performance

**Application to be sent to:** [YouthCallforApplications@unesco.org](mailto:YouthCallforApplications@unesco.org)

### BACKGROUND

The prevention of violent extremism (PVE) is a pressing global issue, with a hugely disproportionate impact on young women and men. Despite the fact that they are among the most affected by the multiple and often interlinked forms of violence, youth can and do play active roles as agents of positive change. As such, the Security Council Resolution 2250 on youth, peace and security represents an unprecedented acknowledgment of the urgent need to engage young peacebuilders in promoting peace and countering extremism, and clearly positions youth and youth-led organizations as important partners in the global efforts. In line with this, UNESCO's role in the field of the prevention of violent extremism is to promote knowledge, development of standards and intellectual cooperation in order to facilitate social transformation based on the values of justice, freedom and human dignity. UNESCO is committed to empowering young women and men to participate fully in the development of their societies prevent violent extremism and foster a culture of peace.

As such, and within the framework of its Operational Strategy on Youth 2014-2021, UNESCO works to create an enabling environment where young women and men are promoted as crucial actors and can propose solutions to the issues they face. Essential to this is bringing youth voices to the fore and encouraging young people to take action.

In order to address this emerging global issue on a programmatic level and in line with its integrated framework of action "Empowering Youth to Build Peace", UNESCO utilizes its extensive experience working with and for youth at the national, regional and international levels to develop innovative programmes to address and prevent violent extremism. The objective is to create an environment where young women and men are empowered, heard and engaged as change-makers in their immediate communities to prevent violent extremism, and this in a variety of ways: by equipping youth with values, attitudes, knowledge and skills; by promoting exchange, communication and cooperation beyond social, cultural and linguistic boundaries; by supporting youth civic engagement; by encouraging participation in peacebuilding; and by promoting human rights and intercultural understanding.

In this context, UNESCO and UNCCT (United Nations Counter-Terrorism Centre – Counter-Terrorism Implementation Task Force (CTITF) Office – Department of Political Affairs – United Nations) will work together on the prevention of violent extremism through the Project "The Prevention of Violent Extremism through Youth Empowerment in Jordan, Libya, Morocco and Tunisia", which is supported by the Canadian Counter-Terrorism Capacity Building programme (CTCBP Canada) and UNCCT. This Project places youth at the forefront of countering violent extremism and will strengthen the vital role of young women and men in building lasting peace in their communities, and beyond.

## OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Director of Programmes and Policies of the Social and Human Sciences Sector, and the supervision of the Chief of Youth and Sport Section, the incumbent will perform the following duties:

1. Provide expertise and undertake assignments to reinforce the components covered by the Project, in particular with respect to youth development and civic engagement, contributing to the overall implementation, monitoring and reporting of the activities of the Project.
2. Liaise with UNESCO staff at Headquarters and in the relevant Field Offices, youth organizations and other key stakeholders (UN system agencies, donors, media, civil society organizations working at the international, regional and local level) to ensure effective planning and implementation of the Project.
3. Assist in the planning, implementation and monitoring of actions, ensuring that young women and men remain front and centre of UNESCO's work on PVE, by strengthening youth networks and online communities and developing relationships with youth organizations and youth stakeholders to reflect youth voices.
4. Assist in the development of complementary extrabudgetary project proposals in the field of youth development, PVE and peacebuilding, in line with international instruments and Resolutions, for submission to specific Donors.
5. Assist in the promotion of all actions and initiatives in the field of violent extremism through a wide range of communication and advocacy materials including through webpages, social media, blogs, videos, photos, infographics, the publication of reports, press release, etc.
6. Provide assistance in the financial and logistical organization of events related to the Project.
7. Liaise with the relevant colleagues in the Field and at HQ (in the various Sectors concerned), and with the administration in coordinating the preparation of budgetary/expenditure monitoring reports.
8. Perform a range of administrative tasks as required in the Project implementation.
9. Any other task that might be needed to successfully implement the activities mentioned above.

## REQUIRED QUALIFICATIONS

### *EDUCATION*

- University degree (equivalent to Master's level) in law, social sciences, international relations, or any related field.

### *WORK EXPERIENCE*

- A minimum of 2 years of relevant professional experience in the field of development, of which 1 year acquired at international level.
- Experience with youth-related issues.

### *SKILLS/COMPETENCIES*

- Good analytical and organizational skills.
- Excellent written and oral communication skills in English and French.

- Good IT skills, including Word, PowerPoint and Excel and data base management skills.
- Ability to work in a multicultural environment.
- Good team spirit.

#### **LANGUAGES**

- Excellent knowledge of English and French.

### **DESIRABLE QUALIFICATIONS**

#### **WORK EXPERIENCE**

- Experience within the UNESCO system and understanding of its functioning and procedures.
- Good knowledge of Arabic.

### **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**

- 1) Fill in a detailed UNESCO CV - <https://fr.unesco.org/careers/media/3705>
- 2) Prepare a cover letter referencing this job announcement and explaining your qualifications for the position.
- 3) Send the two above-mentioned documents by email to:

[YouthCallforApplications@unesco.org](mailto:YouthCallforApplications@unesco.org)

by **20 December 2017 midnight Paris time**, mentioning in the subject: YSS – Assistant Project Officer – Call for Applications.

- 4) Applications in different formats than the above-mentioned will not be considered.
- 5) Please note that the three references mentioned in the UNESCO c.v. may be contacted.

***Women are encouraged to apply.  
Only short-listed candidates will be contacted.***

Thank you for your interest in this UNESCO call. Please note that UNESCO will revert only to shortlisted candidates.

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

We look forward to receiving your proposal in due time.