

**Title:** Project Officer  
**Domain:** Culture

**Grade:** P-3  
**Organizational Unit:** Division of Thematic Programmes for Diversity,  
Development and Dialogue  
Culture Sector

**Primary Location:** Paris, France

**Type of contract:** Project Appointment  
**Post number:** CLT/PA-404  
**Deadline (midnight, Paris time):** 28 October 2012  
**Application to be sent to:** [m.rosi@unesco.org](mailto:m.rosi@unesco.org)

### OVERVIEW OF THE FUNCTIONS OF THE POST

**Purpose of post:** Ensure the implementation of the Decisions of the Administrative Council, and manage on a day-to-day basis the Secretariat of the International Fund for the Promotion of Culture.

**Main responsibilities:** Under the administrative authority of the Director of the Division of Thematic Programmes for Diversity, Development and Dialogue, and under the direct technical supervision of the relevant Programme specialist of the Museum and Creativity Section, the incumbent will assist the President of the Administrative Council of the IFPC, and will be directly responsible for the implementation of the Decisions of the Administrative Council, and manage on a day-to-day basis the Secretariat of the Fund.

He/she takes responsibility and ensures high quality standards for the organization of the meetings of the Administrative Council and for the processing of the requests submitted to the International Fund for the Promotion of Culture, and notably:

- (i) assists in planning and coordinating the organization and efficient conducting of the meetings of the Administrative Council;
- (ii) prepares the draft agenda and drafts the working and information documents of the meetings and ensures their timely delivery, and publication. Follows-up on the decisions and resolutions, and prepares the summary records as well the web documents;
- (iii) supervises the registration and proper processing of the requests submitted for financial support under the International Fund for the Promotion of Culture;
- (iv) provides technical support for the formulation of strategies and methodologies for the implementation of the International Fund for the Promotion of Culture;
- (v) provides inputs for UNESCO's General Conference and Executive Board documents related to the International Fund for the Promotion of Culture;
- (vi) contributes to the elaboration of new concrete transdisciplinary and intersectoral concepts with a view to promoting a culture of peace based on vibrant cultural identity that is respectful of other diversities, as well as open and tolerant towards others;
- (vii) designs new approaches that take into consideration culture and development with a view to encouraging artistic creativity for the individual and the community in generating economic growth and eradicating poverty;
- (viii) regularly updates the UNESCO web site pages dedicated to the International Fund for the Promotion of Culture and other documents for the public.

## REQUIRED QUALIFICATIONS

### *EDUCATION*

- Advanced university degree in the field of culture, social sciences, public administration, international relations, or any related field.

### *WORK EXPERIENCE*

- 4 to 7 years of professional experience of which at least preferably 2 years acquired at international level.

### *SKILLS/COMPETENCIES*

- Sound knowledge of UNESCO's Culture strategies and programmes, and in particular of the International Fund for the Promotion of Culture.
- Good knowledge of UNESCO administrative procedures and of the rules of procedures of the Administrative Council of the International Fund for the Promotion of Culture.
- Organizational and negotiation skills and ability to work in a team and in the service of high-level panels and groups of experts.
- Be a reliable professional interface with Governmental authorities and non-governmental bodies.
- Ability to supervise temporary assistance (Assistant Programme Specialists and General Service Assistants).
- Excellent writing skills. Demonstrated experience in drafting reports and in being able to succinctly communicate the key points.
- Advanced computer skills. Proven skills and competence related to the management of web sites are considered as assets.

### *LANGUAGES*

- Excellent knowledge of English or French; good working knowledge of the other language. Knowledge of another official language of the Organization would be an asset.

## 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.