



United Nations
Educational, Scientific and
Cultural Organization

HUMAN RESOURCES PARTNERSHIP PROGRAMMES

UNESCO



A WORD FROM THE DIRECTOR OF THE BUREAU OF HUMAN RESOURCES MANAGEMENT (HRM)

UNESCO works with a wide range of partners in all of its fields of competence. Partnerships are rooted in UNESCO's way of working at global, regional and national levels.

UNESCO has a long-standing tradition of collaborating with institutions and entities of many kinds such as Governments, Intergovernmental Organizations, UN agencies, Non-Governmental Organizations, Universities, Private Sector companies, etc.

We see partnerships as being win-win operations, strengthening capacity both ways between UNESCO and our Partner Organizations.

By joining forces with our partners, UNESCO can leverage resources, expertise and competencies to promote its ideals and values, to achieve the 2030 Agenda for Sustainable Development, and to strengthen the visibility and impact of its activities.

Partnerships are vital in the support of UNESCO's Programme, and we thank all current and future partners for their invaluable contributions and look forward to our continued collaboration.

Hong Kwon
Director HRM

6 TYPES OF PARTNERSHIPS

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JUNIOR PROFESSIONAL OFFICER PROGRAMME (JPO)

The JPO Programme provides an opportunity for young professionals to acquire work experience in multilateral and technical cooperation and obtain training and exposure to the work of UNESCO. The purpose of JPO assignments may vary and have a country-specific, regional, sector-based or thematic focus. JPOs are appointed to posts funded by Donor governments.

ELIGIBILITY

Nationality	Candidates for the JPO program are normally nationals of the donor country funding their assignment to UNESCO Some donors may also consider financing the JPO assignments of nationals from developing countries
Age	Be under the age of thirty-two (32) when applying
Education	Possess a Master's degree or equivalent advanced degree A first-level university degree with two years of qualifying experience may be accepted in lieu of the advanced degree
Experiences	Depending on the specific requirements of the JPO position, work experience may be required or considered as an asset
Languages	Be proficient in English or French

RECRUITMENT PROCESS

1. Sectors/Bureaux/Field Offices prepare terms of reference describing potential JPO assignments in the Organization
2. The terms of reference are submitted by HRM to Donors for consideration and advertisement to potential candidates
3. The Donors will preselect eligible candidates and submit this list to UNESCO for evaluation
4. UNESCO will interview the most suitable candidates and make the final selection decision which will also be communicated to the Donors



The standard duration of a JPO assignment is two years and shall not exceed four years.



JPOs are UNESCO staff members. Appointment as a JPO does not carry any expectation of extension or conversion to any other type of contract of appointment with the Organization.

For further information on the JPO Programme, kindly contact Mrs. Rossella SALVIA (r.salvia@unesco.org)

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UN VOLUNTEER PROGRAMME (UNV)

UNESCO and the [United Nations Volunteers \(UNV\) programme](#) signed a Memorandum of Understanding on 24 February 2017, to strengthen collaboration and to promote volunteerism to advance global development initiatives.

United Nations Volunteers are selected from a talent database of 250,000 highly motivated, geographically diverse and well-qualified individuals with a wide range of technical skills and professional experiences. They could be a cost effective alternative to other well-known forms of temporary assistance and they can be recruited to support activities and projects at Headquarters, Field Offices and Category 1 Institutes.

5 UN VOLUNTEER MODALITIES

INTERNATIONAL UN VOLUNTEERS

Assignments abroad - Min. 25 years old
Deployment up to 4 years

NATIONAL UN VOLUNTEERS

Nationals of the country of assignment - Min. 22 years old - Deployment up to 4 years

UN YOUTH VOLUNTEERS/ UN UNIVERSITY VOLUNTEER

National or International - Between 18-29 years old -
Deployment up to 6 months (University Volunteer) &
2 years (Youth Volunteer)

UN COMMUNITY VOLUNTEERS

Serving in their own community - Strong local knowledge and network - Deployment up to 2 years

ONLINE UN VOLUNTEERS

More information on:

<https://www.onlinevolunteering.org/>

UN Volunteers sign a contract with the UN Volunteer programme.

UN Volunteers are neither UN nor UNESCO staff members.

UN Volunteers can undertake official travel as part of their duties.

6,500 UN Volunteers are active in over 130 countries, representing 159 nationalities

RECRUITMENT PROCESS

1. UNESCO Sectors/Bureaux/Field Offices will prepare **Descriptions of Assignment** (DoA) for available positions and secure the funds. The DoA must be as clear and as detailed as possible. UNV-HRM Focal Point can provide support to create the DoA.
2. The UN Volunteer programme will advertise the DoA, **preselect suitable candidates** and submit a shortlist of candidates to UNESCO.
3. UNESCO will review the CVs of the preselected candidates and conduct an evaluation. The **final selection decision** will be made by UNESCO who will inform the successful candidate and the UN Volunteer programme.
4. The UN Volunteer programme will arrange the **pre-assignment briefings** and other administrative support for the new assignment. UNESCO will provide additional installation support and guidance upon the assumption of duties. The UN Volunteer signs the **Undertaking** and the form of acceptance of the Standard of Conduct.
5. The supervisor of the volunteer will prepare an **evaluation** of his/her performance at/near the end of the assignment. **Extensions** of the assignments will be possible.

For further information on the UNV Programme, kindly contact Mr. Von Michael MARTIN
(vm.martin@unesco.org)

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SPONSORED TRAINEESHIP PROGRAMME

The Sponsored Traineeship Programme is designed for students, researchers and young professionals. It provides the opportunity to acquire practical work experience and allows trainees to gain a better understanding of UNESCO's mandate.

ELIGIBILITY

To be considered for UNESCO's Sponsored Traineeship Programme, applicants must meet the following requirements, at the time of application:

- ▶ Be at least 20 years old
- ▶ Applicants should be qualified in areas related to UNESCO's fields of competence
- ▶ Applicants must have completed at least three years of full-time studies (first university degree or Bachelors degree or equivalent) at university or equivalent
- ▶ Applicants should be proficient in English or French

RECRUITMENT PROCESS

1. Sectors/Bureaux/Field Offices prepare terms of reference describing potential traineeship assignments in the Organization
2. The terms of reference are submitted to Donors and Partner Institutions for consideration and advertisement to potential candidates
3. The Donors and Partner Institutions will preselect eligible candidates and submit this list to UNESCO for evaluation
4. UNESCO will interview the most suitable candidates and make the final selection decision which will also be communicated to the Donors or Partner Institutions



The standard duration of a traineeship is a minimum of six months and may not exceed twelve months. The traineeship may be carried out either on a full-time or part-time basis at Headquarter or in a Field Office.



Trainees can be sponsored by Universities, Research Centers, public and private sector institutions, Non-Governmental Organizations or International Organizations outside of the UN common system.

For further information on the Sponsored Traineeship Programme, kindly contact Mrs. Rossella SALVIA (r.salvia@unesco.org)

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LOANS AND SECONDMENTS

Various entities can loan or second an individual to UNESCO in order to provide expertise based on specific needs of the Organization and mutual interests. Releasing entities partnering with UNESCO include Governments, Non-Governmental Organizations, International Organizations, Universities, Foundations and private sector companies.

SECONDMENTS

A secondment is an arrangement whereby a Releasing Entity finances a temporary post, covering salary, entitlements and benefits of an individual assigned to work for UNESCO for a limited and specified period of time.

The individual is placed on the payroll of UNESCO and will have the status of a staff member for the duration of the secondment. They may therefore participate in the UN Joint Staff Pension Fund or the UNESCO Medical Benefits Fund.

The standard duration of a secondment is minimum one year and shall not exceed four years.

LOANS

A loan is an arrangement whereby a Releasing Entity pays full and direct remuneration, including benefits and social security, directly to an individual assigned to work for UNESCO for a limited and specified period of time.

The individual remains on the payroll of the Releasing Entity and is not considered as a staff member of UNESCO.

The standard duration of a loan is minimum six months and shall not exceed four years.

RECRUITMENT PROCESS

1. A loan or secondment arrangement may be proposed either by UNESCO or by an entity wishing to loan or second an individual to UNESCO
2. UNESCO establishes the Terms of Reference, including the qualifications and experience required for the assignment
3. UNESCO interviews the candidates and makes the final selection
4. Extensions of Loan Agreements/Individual Contracts are possible subject to acceptable performance and the agreement of all parties concerned



There is a six-month moratorium on contractual employment in UNESCO at the end of a loan or a secondment



Employees of National Commissions to UNESCO can only undertake loan and secondment arrangements 18 months after the end of their employment with the National Commission



The Bureau of Human Resources Management (HRM) is the focal point for loan/secondment arrangements

For further information on the Loans and Secondments, kindly contact Mr. Von Michael MARTIN (vm.martin@unesco.org)

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UNESCO VOLUNTEER PROGRAMME

The UNESCO Volunteer Programme offers opportunities to contribute to a wide range of UNESCO programmes. Volunteers may also provide online volunteering services where assignments are completed, in whole or in part, via Internet and a home computer.

ELIGIBILITY

To be considered for the UNESCO Volunteer Programme, applicants shall meet the following requirements:

- ▶ Possess the necessary expertise, knowledge, competencies and skills
- ▶ Be at least 20 years old, and normally not older than 65 years
There is no maximum age limit for online volunteer assignments
- ▶ Working knowledge of English or French
- ▶ Be legally entitled to reside in the country of assignment

RECRUITMENT PROCESS

1. Applicants should fill out an application form including a proposal for contribution, objectives and expected results
2. Applications should be directly submitted to potentially interested Sectors/Bureaux Field Offices/Institutes
3. Supervisors of Sectors/Bureaux will review the application(s) received and shall assess if the volunteer's profile and proposal for contribution are suitable for a volunteer assignment, and must ensure that references are obtained to verify it
4. Supervisors will interview and evaluate potential candidates before making the final selection decision
5. The supervisor will prepare a Description for Volunteer Assignment which will outline the role and duties assigned to the volunteer



The **duration** of a volunteer assignment is a minimum of two weeks up to 6 months, on a full-time or part time basis. In the case of former UNESCO employees, the duration should not exceed 3 months in any period of 12 consecutive months.



There is no compensation, financial or otherwise, for volunteer services. Arrangements and costs for travel to a duty station, visas, health insurance coverage, accommodation and living expenses are under the responsibility of volunteers.



Volunteers are not considered as UNESCO staff members.

For further information on the UNESCO Volunteer Programme, kindly contact Mr. Von Michael MARTIN (vm.martin@unesco.org)

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STAND-BY AGREEMENTS

UNESCO has agreements with releasing entities who maintain rosters of rapidly deployable personnel in support of the Organization response to crisis/transition situations. The purpose is to make available personnel and technical expertise to complement UNESCO's human resources, programme delivery and administrative support capacity in a cost effective manner and in accordance with UNESCO's operation in the specific region/country.

RECRUITMENT PROCESS

1. In response to a crisis situation, Sectors/Field Offices may request the Releasing Entity to provide Stand-by Personnel to assist with a particular assignment
2. UNESCO will provide the Releasing Entity with Terms of Reference for the assignment to be undertaken and the Releasing Entity provides UNESCO with its categories of expertise
3. The Releasing Entity, to the extent possible, provides UNESCO with the Curriculum Vitae of at least three suitably qualified individuals from the roster
4. UNESCO shall have sole discretion in determining whether or not to approve personnel proposed by the Releasing Entity
5. The Releasing Entity will be responsible for the administrative procedures in support of the deployment of Stand-by Personnel and the repatriation at the end of the assignment



The overall duration of a Stand-by assignment should not normally exceed 18 months.



The Releasing Entity is responsible for all associated costs, including those related to deployment and the payment of salaries, benefits and entitlements.



Stand-by Personnel are not considered as staff members of UNESCO but rather as "Experts on Mission".



The Norwegian Refugee Council (NRC) is currently the primary Releasing Entity and provider of personnel for Stand-by Agreements.

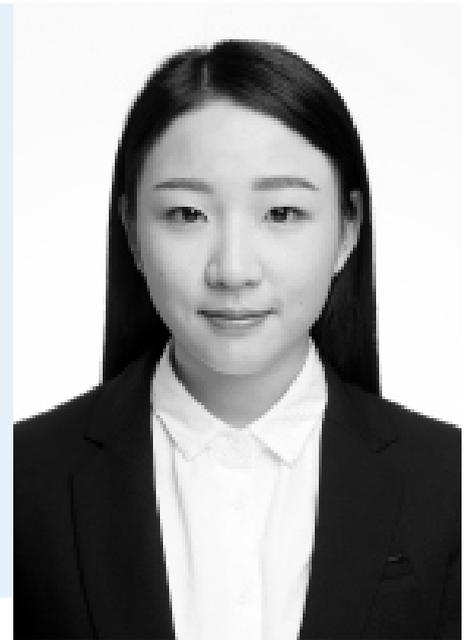
For further information on Stand-By Agreements, kindly contact Mr. Von Michael MARTIN (vm.martin@unesco.org)

«They joined UNESCO»

“This programme provides a great opportunity for young people especially graduates without any working experience to participate in the actual work of UNESCO both at Headquarters and in the Field Office.

The best learning is doing. This 6 months/1 year experience is an extraordinary chance to equip yourself with an international vision as well as practical skills, which will also be an asset if you plan to start your career as an International Civil Servant.”

Qihui ZHANG
Sponsored Trainee in Human Resources Management
France



James supported his supervisor and the UNESCO representative in Mozambique on a number of initiatives including donor mapping and targeting, resource mobilization, drafting of concept notes, and communications.

He also represented the UNESCO field office as the Monitoring & Evaluation focal point in the country level group. James is very satisfied by the level of responsibilities assigned and the possibility to work in areas where he could learn and gain experience.

James SHEEHAN with his supervisor
UN Youth Volunteer, Programme Assistant
Mozambique



“The JPO Programme is a great opportunity for young talents to start their career in the United Nations system. I have gained rich hands-on experience in a worldwide platform within a very diversified team. I feel proud to contribute to the UNESCO mandate and the achievement of the Sustainable Development Goals in my everyday work!”

Xiaoyin DENG
JPO in Human Resources Management
France



«They joined UNESCO»

“I decided to pursue a traineeship at UNESCO HQ in Paris to complement my past experiences in the field and have the opportunity to work with people across different sections and Sectors while gaining an understanding of the many ways in which different UNESCO projects complement and support each other from the HQ to the Field.”

Fatima SANZ
Sponsored Trainee in the Education Sector
France



Jinsun worked 1.5 years in the UNESCO Office of Ramallah. Her contribution to the UNESCO Inclusive Education Trainings helped to benefit 14 schools in Gaza. She was involved in policy recommendations related to education-skills leading to better employment. She feels rewarded to be part of those achievements.

Jinsun YU
UN Youth Volunteer in Education
Palestine



“Addressing equitable sustainable development and peace by working towards an environment where education, culture and individual freedom are granted for everyone, strongly aligns with my personal beliefs and experiences.”

Svenja STABLER
Sponsored Trainee in the Communication Sector
France

