



## VACANCY ANNOUNCEMENT

**Post title: Programme Assistant - CULTURE**

**Organization Unit: UNESCO Windhoek Office**

**Duty Station: Windhoek**

**Contact Type: Service Contract**

**Duration:** Six (6) months (renewable depending on satisfactory performance and availability of budget)

**Date of Issue: 20 April 2018**

**Date of Closing: 4 May 2018**

**Salary: NAD 14,001.25 (Net)**

### **Terms of Reference:**

Under the overall authority of the Head of Office, and direct supervision of the National Programme Officer, the incumbent will serve as UNESCO Culture Programme Assistant for projects and activities in Namibia. To this end, the incumbent will identify needs, develop, plan, organize, implement, monitor, evaluate and provide technical support for the Programme.

In particular, he/she will be expected to perform the following responsibilities:

- Provide administrative and logistical support to the Culture sector;
- Assist in project planning and implementation, and ensure that administrative processes and procedures are adhered to;
- Drafting of correspondence and preparation of monitoring and evaluation reports on project activities;
- Organize stakeholder meetings, capacity-building workshops and training in the cultural field;
- Minute taking;
- Travel management;
- Provide input to periodic reports and documents on project activities;
- Organize events to enhance awareness raising and programme visibility;
- Contribute to the website of the office and other relevant awareness raising materials;
- Manage contracts of different implementing partners and follow up of contracts' deliverables;

- Facilitate information sharing amongst stakeholders and ensure regular coordination of governmental institutions and non-governmental organizations in the execution of the programme;
- Undertake missions as necessary and requested for the project implementation;
- Assisting in monitoring, recording and following up on the Culture Programme sector's administrative and programme budget;
- Assist with general activities of the UNESCO Office in Windhoek assigned by the supervisor and the Head of Office, as and when required.

### **Required qualifications:**

#### ***Education***

- University degree, preferably in the fields of Museums and Heritage Management, Cultural Development or related discipline in Social & Human Sciences.

#### ***Work experience***

- At least 2 years of relevant professional experience in the field of Culture;
- Cultural heritage management, cultural development and museums policy and strategy development;
- Knowledge of UNESCO Cultural Heritage Conventions is required;
- Experience at an international or regional organization would be an asset;
- Knowledge on the Namibian Cultural environment and policies.

#### ***Skills/Competencies***

- Good analytical, organizational and project management skills.
- Excellent coordination and interpersonal skills.
- Capacity to build and maintain effective working relations with national/local authorities, relevant institutions, intergovernmental and non-governmental organizations.
- Proven ability to communicate and negotiate effectively and persuasively (orally and in writing) with various stakeholders at all levels, within and outside of the Organization.
- Ability to work effectively in a team and to function within a multi-cultural environment.
- Ability to work under pressure with minimum supervision.

#### ***Languages***

- Excellent verbal and written communication skills in the English Language.
- Knowledge of other UN Languages would be an advantage.

## ***Application***

To apply for this position, kindly email your letter of motivation, Curriculum Vitae and academic references to Ms Lealani van Wyk, [l.van-wyk@unesco.org](mailto:l.van-wyk@unesco.org) or hand deliver documents to:

United Nations House  
UNESCO Office, 1<sup>st</sup> Floor  
38-44 Stein Street, Klein Windhoek  
Windhoek  
Tel: +264 61 291 7000  
Fax: +264 61 291 7220

Only shortlisted candidates will be contacted and no documents will be returned.

*NB: The vacancy is for Namibian citizens only.*