



United Nations
Educational, Scientific and
Culture Organization

Windhoek National Office

VACANCIES

Post Title:	NATIONAL PROFESSIONAL OFFICER (CULTURE)
Domain:	Culture
Post Number:	6NACLT1000RP
Grade:	NOB
Organizational Unit:	UNESCO Windhoek Office
Primary Location:	Windhoek, Namibia
Recruitment open to:	Internal and External Candidates
Type of contract:	Fixed-Term
Annual salary:	501 946 (Namibian Dollars)
Deadline (midnight, Paris time):	19 March 2017

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Assistant Director-General for Culture (ADG/CLT) and the direct supervision of the Head of the UNESCO Windhoek Office, the incumbent will contribute to the design, implementation and coordination of activities carried out under Major Programme IV - Culture in Namibia with a view to supporting the Member States in their implementation of the 2030 Agenda for Sustainable Development and the African Union Agenda 2063. The incumbent shall work as part of the interdisciplinary team in the UNESCO Windhoek Office, in collaboration with culture stakeholders, the Culture Programme Specialist in the Multi-sectoral Regional Office for Southern Africa in Harare and with technical guidance from Programme Divisions at Headquarters. In this context, the incumbent will:

Contribute to identifying, designing and implementing activities in the field of culture in the country within the framework of the Culture Sector's strategies and priorities, particularly with regard to the promotion, preservation and safeguarding of tangible and intangible heritage, the promotion of creative industries, and the advancement of the linkages between culture and development; contribute to building institutional capacity of UNESCO's national/local counterparts and partners, and in close cooperation with Headquarters, contribute to intersectoral programmes developed by the Office.

- Contribute to identifying, designing and implementing extra-budgetary projects in collaboration with Culture Partners to reinforce the Regular Programme; ensure the required fundraising by mobilizing resources and partnerships, including to provide professional and technical contributions based on research and analysis, with an emphasis on the national perspective and potential.
- Coordinate the implementation of all technical cultural cooperation projects of the Office funded through extra-budgetary resources, by monitoring implementation and ensuring timely implementation and outputs consistent with the approved project documentation.
- Maintain close contacts with the concerned national/local authorities and contribute to the development of national cultural policies. Within this context, maintain working relations and interact with relevant governmental bodies, cultural institutions, as well as pertinent intergovernmental and non-governmental organizations.
- Participate in joint programming exercises within the framework of the UN reform, such as Delivering as One, Common Country Assessments/United Nations Development Assistance Frameworks (CCA/UNDAF).

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree (Master's or equivalent) in the field of culture, social and human sciences or in another related area. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

WORK EXPERIENCE

- A minimum of 4 years of relevant professional experience, in project implementation in the field of culture and/or related field.
- Proven experience in designing and implementing policies, programmes and programme work plans.

SKILLS/ COMPETENCIES

- Sound analytical, problem solving and organizational skills.
- Proven resource mobilization skills.
- Ability to establish priorities and plan and to coordinate and monitor own work plan.
- Familiarity with UNESCO's standard-setting instruments and programmes in the field of cultural heritage.
- Excellent interpersonal and communication skills (oral and written) with proven ability to draft clearly and concisely.
- Ability to build, maintain and enhance working relations with national/local authorities, cultural institutions and relevant intergovernmental and non-governmental organizations, and effective working relationships in a multicultural environment.
- Discretion and maturity of judgement.
- Good knowledge of standard office software (word processing, spreadsheets, etc.).

LANGUAGES

- Excellent/very good knowledge of English.

DESIRABLE QUALIFICATIONS

EDUCATION

- Relevant professional training in the field of culture.

WORK EXPERIENCE

- Work experience in the UN or international organizations.
- Familiarity with the political context of the region.

LANGUAGES

- Good knowledge of French.
- Knowledge of local language (s) and dialects.

BENEFITS AND ENTITLEMENTS

HOW TO APPLY

Interested candidates are requested to submit their application by 19th March 2017. Application should include: Motivation letter, CV including certified copies of Master/Advanced degrees, and at least three reference contact.

Applications in hard copy should be sent to:
UNESCO Office in Windhoek
HRM, 38-44 Stein Street, Klein Windhoek
P.O. Box 24519, Windhoek, Namibia

Or by e-mail to Mr. Jakob Motinga, at js.motinga@unesco.org
or
Ms Lisbeth Kaumbi, at l.kaumbi@unesco.org

Indicating the post number and post title on the envelope or the e-mail subject.

Only pre-selected candidates will be contacted. The application of the non-selected applicants will be retained by UNESCO for reference.

Please note:

UNESCO is committed to gender equality in its programming and to gender parity within secretariat. Therefore, women candidates are strongly encouraged to apply. UNESCO is a non-smoking organization. UNESCO does not charge a fee at any stage of the recruitment process.

A WRITTEN EXAMINATION MAY BE USED IN THE EVALUATION OF CANDIDATES.

UNESCO is committed to promote geographical distribution and gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply, as well as nationals from non- and under-represented Member States. Persons with disabilities are equally encouraged to apply. Worldwide mobility is required as staff members have to serve in other duty stations according to UNESCO's geographical mobility policy. Unesco does not charge a fee at any stage of the recruitment process.