

Vacancy Announcement

Post Title: SHS Programme Assistant

Grade: L-6

Type of contract: Service Contract

Duty Station: UNESCO Office Beijing, China

Duration: 3 months (1 September – 30 November 2016), with possibility for extension

Closing Date: 29 August 2016

Background

UNESCO's mission is to contribute to the building of peace, the eradication of poverty, sustainable development and intercultural dialogue through education, the sciences, culture, communication and information. The UNESCO Office in Beijing was established in 1984, and it is now representing the Organization in North-East Asian countries in all five areas of its domain (Education, Natural Sciences, Social and Human Sciences, Culture, Communication and Information).

Duties and Responsibilities

The overall objective of the position is to support and assist in the delivery of the Social and Human Sciences projects and programmes undertaken at the UNESCO Beijing Cluster Office, notably in implementing the Asia-Pacific Youth Dialogue (September 2016) and the Asia Civilizations Dialogue Forum (2017).

Under the overall authority of the Director of the Beijing Cluster Office and immediate supervision of the Social and Human Sciences Programme Specialist, and in close collaboration with Social and Human Sciences programme staff in the Asia Pacific Region and UNESCO Headquarters, the incumbent shall:

1. Support and assist in the organization and follow-up of the Asia-Pacific Youth Dialogue, including participating in meetings with partners, providing relevant and appropriate conference planning advice and undertaking necessary tasks to ensure the smooth deroulement of the event, and implementation of follow-up activities.
2. Liaise with relevant Social and Human Sciences staff, governmental, non-governmental and private sector partners as necessary to support implementation of the Asia-Pacific Youth Dialogue and planning of the Asia Civilizations Dialogue Forum.
3. Create professional, engaging and creative text and multimedia content for publication on UNESCO official accounts on social media, internet, and other relevant public formats so as to raise awareness of Social and Human Sciences events and activities, and to promote UNESCO's mandate, activities, and visibility overall.
4. Maintain appropriate records, prepare reports, budgets, travel, and draft speeches with respect to implementation of the Social and Human Sciences projects and activities.

5. Undertake any other relevant duty as assigned by the immediate Supervisor

Requirements

- Advanced university degree in management/ conference planning/ social and human sciences
- A combination of relevant professional qualifications/certification and experience (minimum 3 years) in the fields of conference planning, management, social and human sciences may be taken into consideration in lieu of advanced degree.
- Excellent written and fluent oral English are required; working knowledge of Chinese and French are desirable
- Knowledge and experience in writing for online and other digital media.
- Familiarity with the work and general functioning of international organizations in the UN System and/or exposure to an international work environment
- Ability to follow-up multiple simultaneous assignment and to meet tight deadlines
- Ability to develop new, creative and innovative approaches to achieving goals and objectives.

How to apply: Please send your application letter and UNESCO CV Form HR 5-1, in English to UNESCO Beijing Office, Waijiaogongyu 5-14-2, Jianguomenwai Compound, Beijing, 100600 P. R. China, or by email to jobvacancy@unesco.org

UNESCO is committed to promoting equal opportunities within its Secretariat. Therefore, qualified women candidates, as well as persons with disabilities, are strongly encouraged to apply. Only shortlisted candidates will be contacted.