

Job Title: YPP 2023_Associate Liaison Officer

Post Number : YPP 2023_5EGPAXxxxRP

Grade : P-1 / P-2

Parent Sector : Priority Africa and External Relations Sector (PAX)

Duty Station: Cairo

Job Family: External Relations

Type of contract : Fixed Term

Duration of contract : 2 years, renewable

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : xx-XXX-2023

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

OVERVIEW OF THE FUNCTIONS OF THE POST

The Young Professionals' Programme (YPP) aims at bringing in young professionals improving the geographical representation of the Organization, promoting gender parity, enriching and diversifying the UNESCO family. This Programme provides talented, highly qualified university graduates and young professionals from non- and under- represented Member States the opportunity to join UNESCO at the early stage of their professional career.

Below is a succinct profile of the Associate Liaison Officer position, including a brief description of the organizational environment and a concise summary of required qualifications.

The UNESCO Cairo Office acts as a Regional Office covering Egypt and Sudan and as a Liaison Office to the League of Arab States and to regional organizations working in UNESCO's fields of competence and based in Egypt.

Under the overall authority of the Assistant Director-General for External Relations and Priority Africa (ADG/PAX), and the direct supervision of the Director of the Regional Office in Cairo, the Associate Liaison Officer will contribute to strengthening coordination and coherence at two regional levels – Africa and the Arab States, by supporting coordination as well as follow-up on cooperation with the League of Arab States and related regional and sub-regional organizations based in Egypt, namely, The Arab Water Council (AWC) and the Cairo International Center for Conflict Resolution, Peacekeeping and Peacebuilding (CCCPA).

The Associate Liaison Officer will be expected to perform the following tasks:

- Prepare background and briefing notes on UNESCO's cooperation with regional and sub-regional organizations in the Arab region for senior management's meetings and official visits, in consultation with the concerned units of the Secretariat.
- Prepare MOUs (Memoranda Of Understanding) of cooperation as may be required.
- Analyze and review files and correspondence to assess sensitivity and refer potential issues to the supervisor and draft official correspondence.
- Assist in dealing with a wide range of issues referred by regional and sub-regional Organizations by providing timely, accurate and specific information in response to queries, thus contributing to maintaining close working relationships with partners and other stakeholders.

- Contribute to the Office's daily work by representing the Office at relevant conferences and meetings as and when designated by the supervisor.
- Prepare contributions to the Secretariat reports to the Executive Board and the General Conference, and contribute, when required, to the speeches and messages of the senior management.

COMPETENCIES (Core / Managerial)

Communication (C)

Accountability (C)

Innovation (C)

Knowledge sharing and continuous improvement (C)

Planning and organizing (C)

Results focus (C)

Teamwork (C)

Professionalism (C)

For detailed information, please consult the [UNESCO Competency Framework](#).

QUALIFICATIONS

Education

- Advanced university degree (Master's degree or equivalent) in the field of international relations, political science, law or in other related areas.

Work Experience

- Preferably two (2) years of relevant professional experience in the field of external relations, international cooperation, international relations and/or diplomacy.
- Relevant experience acquired at international level, or in an international environment, would be an asset.

Technical Knowledge

- Familiarity with the work and general functioning of international organizations and/or the UN System.
- Capacity to actively participate in building and strengthening relations with partners.

Skills & Competencies

- Proven organizational and analytical skills including demonstrated ability to provide advice and analysis.
- Very good written and oral communication skills with the ability to produce quality briefings.
- Excellent interpersonal skills.
- Proven ability to communicate and exchange with staff members and stakeholders within and outside the Organization.
- Proven ability to work effectively in a team in a multicultural environment.
- Sense of diplomacy, tact and discretion.

Languages

- English and French are the working languages of the Organization. Excellent knowledge (written and spoken) of English or French and a good knowledge of the other working language is an asset.
- Very good knowledge (written and spoken) of Arabic.

- Knowledge of the other UNESCO official languages (Chinese, Russian or Spanish) is an asset.

SELECTION AND RECRUITMENT PROCESS

Please note that all candidates must complete an on-line application and provide complete and accurate information. Candidates are requested to upload the Employment History Form duly filled-in to the on-line profile. No modifications can be made to the application submitted.

Candidates are strongly encouraged to submit their application well before the deadline date. Only applications received through the recruitment platform will be considered.

The process will include pre-recorded video interviews and/or written assessments, interview (via MS Teams) with a Panel, as well as reference checks. In addition, candidates may be requested to provide additional information which may be pertinent to the position's qualifications.

Please note that the whole process can take up to six (6) months. All candidates, whether selected or not, will be informed in due course.

To be considered for the UNESCO Young Professionals Programme, candidates must:

- **Nationality:** Be a national of a non- or under-represented Member State in UNESCO.
- **Age:** Be 32 years of age, maximum (i.e. candidates born not before 1st January 1991).
- **Education:** Hold a completed advanced university degree (Master's or equivalent) and the fields of study should be related to:
 - Human Resources Management; Business Administration; Psychology; Law; Audit; Finance; Accounting; Media; Journalism; Public Information; Cultural Policies and Development; International Relations and Political Sciences.
 - Education; Natural Sciences; Social and Human Sciences; International Cooperation and Development.
 - or in a field of direct relevance to the management and administration of an international organization (this will be specified in the vacancy notice).
- **Experience:** An initial professional experience is an asset, however it is not mandatory. Specialization in a field relevant to UNESCO's areas of expertise.
- **Languages:** Fluency in English or French (knowledge of both working languages is an asset). Knowledge of Arabic, Chinese Russian or Spanish is an additional asset.

BENEFITS AND ENTITLEMENTS

UNESCO's salaries consist of a basic salary and other benefits which may include if applicable: 30 days annual leave, family allowance, medical insurance, pension plan etc.

The approximate annual starting salary for this post is 50 354 US \$.

For full information on benefits and entitlements, please consult our [Guide to Staff Benefits](#).

UNESCO recalls that paramount consideration in the appointment of staff members shall be the necessity of securing the highest standards of efficiency, technical competence and integrity. UNESCO applies a zero-tolerance policy against all forms of harassment. UNESCO is committed to achieving and sustaining equitable and diverse geographical distribution, as well as gender parity among its staff members in all categories and at all grades.

Furthermore, UNESCO is committed to achieving workforce diversity in terms of gender, nationality and culture. Candidates from non- and under-represented Member States ([last update here](#)) are particularly welcome and strongly encouraged to apply. Individuals from minority groups and indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the highest level of confidentiality. Worldwide

*mobility is required for staff members appointed to international posts.
UNESCO does not charge a fee at any stage of the recruitment process.*