

Post title **Programme Specialist**
Organisational unit **UNESCO Office in Beijing**

Duty station Beijing, China
Grade P-4
Post number AS/RP/CPR/SHS/0005

Closing date **8 September 2008**

Main responsibilities Under the authority of the Assistant Director-General for Social and Human Sciences (ADG/SHS) and the immediate supervision of Director of the UNESCO Beijing Office and in close collaboration with the Regional Advisor for the Social and Human Sciences in the Asia-Pacific Region, the incumbent will carry out the following tasks:

- Manage the Social and Human Sciences (SHS) programme in the fields of Human Rights and Social Transformation; prepare the strategies (Medium-Term Strategy (C/4), Programmes and Budget (C/5), as well as other related General Conference and Executive Board documents.
- Design SHS strategy in East-Asia and ensure proper execution as per the approved workplans and project documents, ongoing programmes, projects and activities within the SHS regular and extra-budgetary programmes, in cooperation with National Commissions, academic institutions, NGOs and relevant SHS Divisions at Headquarters.
- Advise and assist Member States in the identification of needs and priorities and oversee the preparation and implementation of the activities in the East Asia with regard to Human Rights and social transformation. Cooperate on the above mentioned activities with UN organisations, National Commissions, universities, research centres and NGOs.
- Design and implement inter-sectoral projects under the supervision of ADG/SHS.
- Coordinate the overall programme of the role of the SHS and strengthen inter-sectorality within the Beijing Office.

- Profile**
- Advanced university degree in any of the disciplines of the social and human sciences.
 - 7-10 years of progressively responsible relevant working experience in the areas of social and human sciences. Experience in the areas of urban and rural social transformation would be an asset. Working experience in international organisations.
 - Proven experience in planning and managing projects.
 - Experience of partnership with local governments, academia and NGOs is desirable.
 - Good IT skills.
 - Excellent knowledge of English and good knowledge of French. Knowledge of Chinese would be an asset.

Conditions of employment UNESCO's salaries are calculated in US dollars but mainly paid in local currency. They consist of a basic salary and a post adjustment which reflects the cost of living in a particular duty station and exchange rates. For this post, the annual remuneration in local currency will start from around USD 98,448 (or USD 91,677 if without dependants). In addition, UNESCO offers an attractive benefits package including 30 days annual vacation, home travel, education grant for dependent children, pension plan and medical insurance. The initial appointment, which is for two years, includes a probationary period of 12 months, and is renewable, subject to satisfactory service. Worldwide mobility is required as staff members have to serve in other duty stations according to UNESCO's job rotation policy. UNESCO is a non-smoking Organisation.

How to apply When applying for UNESCO vacancies, please only use the online recruitment system at www.unesco.org/employment. Candidates without access to the Internet may send a paper application by completing the official UNESCO CV form (available at Headquarters, UNESCO Offices, National Commissions in Member States, or any office of a United Nations Resident Representative) in English or French to Chief, HRM/RCR, UNESCO, 7 place de Fontenay, 75352 Paris 07 SP, France, before the closing date, quoting the post number: **AS/RP/CPR/SHS/0005**.

UNESCO does not charge a fee at any stage of the recruitment process. If you have any questions concerning persons or companies claiming to be recruiting on behalf of UNESCO and requesting payment of a fee, please contact: Recrutweb@unesco.org.

UNESCO is committed to gender equality in its programming and to gender parity within the Secretariat. Therefore, women candidates are strongly encouraged to apply, as well as nationals from non- and under-represented Member States.

Non- or under-represented Member States as of June 2008 (please check at www.unesco.org/employment for the latest situation): Andorra, Angola, Antigua and Barbuda, Armenia, Austria, Azerbaijan, Bahamas, Bahrain, Belize, Bolivia, Botswana, Brunei Darussalam, Cape Verde, Central African Republic, Chad, Chile, China, Colombia, Comoros, Cook Islands, Djibouti, Dominica, Dominican Republic, El Salvador, Equatorial Guinea, Estonia, Fiji, Gabon, Ghana, Grenada, Guatemala, Guinea-Bissau, Guyana, Haiti, Honduras, Hungary, Iceland, Indonesia, Iraq, Jamaica, Kazakhstan, Kiribati, Kuwait, Lesotho, Liberia, Libyan Arab Jamahiriya, Luxembourg, Malaysia, Maldives, Marshall Islands, Mauritania, Micronesia (Federated States of), Monaco, Montenegro, Myanmar, Namibia, Nauru, Niue, Oman, Palau, Paraguay, Qatar, Republic of Korea, Republic of Moldova, Rwanda, Saint Kitts and Nevis, Saint Vincent and the Grenadines, San Marino, Sao Tome and Principe, Saudi Arabia, Singapore, Slovenia, Solomon Islands, Suriname, Swaziland, Switzerland, Tajikistan, Thailand, Timor-Leste, Tonga, Trinidad and Tobago, Turkey, Turkmenistan, Tuvalu, United Arab Emirates, United States of America, Vanuatu, Venezuela, Viet Nam.