

Post title **Assistant Programme Specialist**  
Organisational unit **Office of Foresight (FOR)**

Duty station Paris, France  
Grade P-1/P-2  
Post number FOR-002

Closing date **9 December 2008**

**Main responsibilities** Under the overall authority and the direct supervision of the Director of the Office of Foresight (DIR/FOR), the incumbent will :

- Contribute to the coordination, programming and implementation of the activities undertaken in the framework of the Intersectoral Platform on Anticipation and Foresight ;
- Contribute to interdisciplinary research activities and prepare written materials, including draft texts, presentations, reports, press releases and internet content;
- Contribute to the substantive preparation and the organization of events scheduled in the framework of the Intersectoral Platform, such as the "21st Century Talks" and the "21st Century Dialogues" or internal and external workshops; disseminate their results, in particular through web-based communications on the FOR website;
- Establish and maintain networking with partners and institutions involved in fields related to the activities of the Intersectoral Platform.

- Profile**
- Advanced University degree (Master or equivalent) in any field of the UNESCO's competencies (Education, Natural Sciences, Social and Human Sciences, Culture, Communication and Information).
  - At least 2-4 years of combined experience in professional and academic environments, both at national and international levels.
  - Professional experience in the field of foresight would be an asset.
  - Excellent research and analytical skills.
  - Demonstrated high-quality drafting and editing abilities.
  - Strong interpersonal skills for work in a multicultural setting and ability to interact effectively with diverse constituencies inside and outside the Organization.
  - Good IT skills
  - Excellent knowledge of either English or French and very good knowledge of the other language.

**Conditions of employment** UNESCO's salaries are calculated in US dollars. 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 €43,000 (€40,600 if without dependants) for P-1 and from around €54,400 (€51,000 if without dependants) for P-2, exempt from income tax. In addition, UNESCO offers an attractive benefits package including 30 days annual vacation, home travel, education grant for dependant children, pension plan and medical insurance. The initial appointment, which is for 2 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 Organization.

**How to apply** When applying for UNESCO vacancies, please only use the on-line recruitment system at [www.unesco.org/employment](http://www.unesco.org/employment). Candidates without access to 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/RRCR, UNESCO, 7 place de Fontenoy, 75352 Paris 07 SP, France*, before the closing date, quoting the post number: **FOR-002**.

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 the payment of a fee, please contact: [Recrutweb@unesco.org](mailto: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 September 2008 (please check at [www.unesco.org/employment](http://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, Norway, Oman, Palau, Papua New Guinea, 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 Republic of Tanzania, United States of America, Vanuatu, Venezuela, Viet Nam.