

الجمهورية الجزائرية الديمقراطية الشعبية
République Algérienne Démocratique et Populaire

Ministère de l'Enseignement Supérieur
et de la Recherche Scientifique
Direction de la Coopération et des
Échanges Interuniversitaires
Sous- Direction de la Coopération
Multilatérale

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Alger, le 26 OCT. 2020

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27 أكتوبر 2020

Messieurs les Présidents
des Conférences Régionale des Universités
de l'Est – Ouest - Centre

OBJET : avis de vacance pur le poste de spécialiste Programme dans le secteur des sciences sociales et humaines.

J'ai l'honneur de vous faire parvenir, ci-joint, pour diffusion, un avis de vacance pour le poste de spécialiste programme (P4) dans le secteur des Sciences sociales et humaines de l'UNESCO pour un contrat à durée déterminée de 2 ans.

Le spécialiste programme sera, sous l'autorité du Sous-directeur général pour le Secteur des Sciences sociales et humaines, responsable de l'élaboration et de la mise en œuvre des programmes dans ledit secteur.

Les candidats à ce poste doivent notamment être titulaires d'un diplôme universitaire supérieur (master ou équivalent) en Bioéthique, éthique des sciences et technologie, dans le domaine des sciences sociales et humaines, des sciences politiques, des relations internationales ou dans ces domaines connexes.

Le dernier délai est fixé au 23 novembre 2020.

Vous voudriez bien trouver ci-joint, les informations relatives à l'appel à candidatures.

Aussi, je vous saurais gré des dispositions que vous voudrez bien prendre en vue d'assurer une large diffusion auprès des établissements universitaires relevant de vos régions.

مدير التعاون والتبادل ما بين الجامعات

إمضاء: سعيداني أرزقي



Programme Specialist (Social and Human Sciences)

OVERVIEW

Post Number : SHS 303

Grade : P-4

Parent Sector : Social and Human Sciences Sector (SHS)

Duty Station: Paris

Job Family: Social and Human Sciences

Type of contract : Fixed Term

Duration of contract : 2 years

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 23-NOV-2020

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Assistant Director-General for Social and Human Sciences Sector (ADG/SHS), guidance from the Director for Policies and Programmes and Director for Partnerships and Outreach and direct supervision of the Chief of Section, the Incumbent is responsible for ensuring the development and delivery of a wide spectrum of programme and project management initiatives from funding proposals to design to reporting. He/she advises, manages and reports on regular and extra-budgetary programme design, guidelines, resources and progress. He/she advocates organizational involvement and participation in mainstream social and human sciences activities and initiatives.

The Incumbent works within the frameworks of UNESCO's Medium Term Strategy (C/4s), the approved Programme and Budget (C/5) and global development plans such as the 2030 Agenda for Sustainable Development. In particular, the Incumbent will:

Long Description

- Contribute to and participate in the strategic planning of the activities of the Bioethics and Ethics of Science programme, which embraces the Human Rights Based Approach (HRBA) and gender equality issues. Manage the secretariats of the statutory advisory bodies related to the Programme and the secretariat of the UN Interagency Committee on Bioethics (UNIACB), including participating in the design of strategies for implementing common thematic areas of work.
- Coordinate Programme and project rollout and monitoring as reflected in work plans. Develop projects, Programme and funding proposals, oversee agreements and contracts as well as define UNESCO's involvement and mobilize relevant resources.
- Initiate policy development and creation, in accordance with priority areas. Advocate for and lead inter-sectoral and divisional collaboration as well as quality assurance exercises.
- Develop strategic partnerships and mobilize extra-budgetary resources, including coordination of donors. Promote and strengthen partnerships and networking, as well as research and capacity-building.
- Provide support to field offices in institutional capacity building activities, as well as technical advice and backstopping in the area of Bioethics and Ethics of Science to UNESCO's field offices.

COMPETENCIES (Core / Managerial)

Communication (C)

Accountability (C)
Innovation (C)
Knowledge sharing and continuous improvement (C)
Planning and organizing (C)
Results focus (C)
Teamwork (C)
Building partnerships (M)
Driving and managing change (M)
Leading and empowering others (M)
Making quality decisions (M)
Managing performance (M)
Strategic thinking (M)

For detailed information, please consult the UNESCO Competency Framework.

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree (Master's or equivalent) in Bioethics, ethics of science and technology or in the field of social and human sciences, political science, international relations or a related discipline.

WORK EXPERIENCE

- Minimum 7 years of progressive relevant professional experience in the area of social and human sciences;
- Experience at the national and/or international level in the field of bioethics and ethics of science and technology;
- Experience in designing, implementing, and coordinating strategies and activities related to capacity-building in the area of bioethics and ethics of science and technology.

Long Description

SKILLS AND COMPETENCIES

- Good analytical, organizational and project management skills;
- Excellent coordination and interpersonal skills;
- Proven ability in programme management, including the monitoring and reporting of programme activities and related financial and substantive aspects;
- Capacity to build and maintain effective working relations with national/local authorities, relevant institutions, intergovernmental and non-governmental organizations, including through networking;
- Ability to participate effectively in high-level negotiations with internal and external partners;
- Excellent knowledge of fund-raising and other resource mobilization mechanisms;
- Excellent written and oral communication skills, including the ability to prepare and present findings and recommendations on issues clearly and concisely;
- Ability to manage and motivate staff and teams and to maintain effective working relationships in a multicultural environment.

LANGUAGES

- Excellent knowledge (spoken and written) of English or French and good knowledge of the other language.

DESIRABLE QUALIFICATIONS

WORK EXPERIENCE

- Demonstrated experience in international cooperation programmes.
- Experience with structures, methods and procedures of UNESCO's governing bodies.

SKILLS AND COMPETENCIES

- Familiarity with the work and general functioning of International organizations and/or the United Nations System;
- Ability to contribute to secretariats of programme committees, including designing and implementing working methods, managing budgets and administrative procedures, or providing advice on statutory questions and strategic approaches for the committee's work and deliberations, as well as facilitating the coordination and collaboration among the chairs of the three committees.

LANGUAGES

- Knowledge of another official language of UNESCO (Arabic, Chinese, Russian and/or Spanish).

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.

For more information in benefits and entitlements, please consult [ICSC website](#) and [UNESCO's career website](#).

ASSESSMENT

Evaluation of qualified applicants may include an assessment exercise and a competency-based interview.

UNESCO applies a zero tolerance policy against all forms of harassment

UNESCO is committed to promoting geographical distribution ([last update](#)) 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 also encouraged to apply. Worldwide mobility is required for staff members appointed to international posts.

UNESCO does not charge a fee at any stage of the recruitment process.

