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JUNIOR PROFESSIONAL OFFICER PROGRAMME (JPO)

POST DESCRIPTION

GENERAL INFORMATION

Title: Junior Professional Officer on UN Cooperation
Bureau of Strategic Planning (BSP), UNESCO's Headquarters, Paris

SUPERVISION

Direct supervision by: Mr Jean-Yves Le Saux, Director, BSP
Methodology of supervision: Direct management

DUTIES AND RESPONSIBILITIES

The JPO will contribute to various aspects of UNESCO's strategic planning and UN system inter-agency collaboration, notably assisting the Organization's programmatic and strategic involvement in promoting **South-South Cooperation** and the implementation of the **Istanbul Programme of Action for the LDCs**, as well as the implementation and follow up and review of the 2030 sustainable development agenda by:

- Drafting strategic communication materials, briefings, and correspondence in English relating to UNESCO's work to support **South-South Cooperation**, the implementation of the **Istanbul Programme of Action for the LDCs**, follow up and review of the 2030 Agenda for Sustainable Development;
- Researching on general development issues, analyse their impact on the Cooperation programmes
- Preparing briefing notes to senior management.
- Contributing to any other tasks as may be required to ensure the overall success of the BSP team.

QUALIFICATIONS AND EXPERIENCE REQUIRED

- Advanced university degree, Master, preferably in public management, international relations, political science, or in one of the programme domains of UNESCO (education, natural sciences, social and human sciences, culture, communication and information)
- Preferably, 2 years work experience; experience at international level or within an international organization will be an asset.
- Excellent written and oral communication skills with ability to draft clearly and concisely and to produce quality briefings.
- Good IT skills including knowledge of standard office software and web content.
- Proven ability to work effectively in a team and to maintain effective working relations in a multicultural environment.
- Excellent knowledge of English.

LEARNING ELEMENTS

The JPO will gain experience in the formulation of strategic approaches; a solid knowledge on operations, functioning, as well as programme planning processes, of a specialized agency of the UN System; he/she will become familiar with principles and objectives of the 2030 Sustainable Development Agenda and its SDGs and other internationally agreed development goals relevant to UNESCO's mandate and competences.

BACKGROUND INFORMATION

The JPO will be part of UNESCO's Bureau of Strategic Planning (BSP) and will provide assistance in various aspects of strategic planning, monitoring, results-based management, risk management, as well as in articulating UNESCO's contribution to UN reform processes, including relating to common country programming processes and the "delivering as one" modality. In particular, she/he will assist in the promotion of South-South and North-South-South cooperation; supporting to the least developed countries (LDCs); the small island developing states (SIDS); the most vulnerable segments of society; indigenous peoples; countries in post-conflict and post-disaster situations and to countries in transition as well as middle-income countries.

The comprehensive high-level mid-term review of the Istanbul Programme of Action for the Least Developed Countries (LDCs) held from 27-29 May 2016 in Antalya, Turkey, is an opportunity to review the progress achieved by the LDCs' in meeting their development priorities. It is also a moment to identify new drivers for progress and to align all efforts with the 2030 Agenda for Sustainable Development.

The United Nations recognizes the Least Developed Countries (LDCs) as the "poorest and weakest segment" of the international community. Their low level of socio-economic development is characterized by weak human and institutional capacities, low and unequally distributed income and scarcity of domestic financial resources. The Least Developed Countries regroup 48 countries, of which about two-thirds are in Africa (34). The remaining countries listed in this group are located in Asia and the Pacific (13) and Latin America (1).

More details are available online: <http://www.unesco.org/new/en/bureau-of-strategic-planning/>