



VACANCY ANNOUNCEMENT

Post title: Coordination Officer
Organization Unit: UNESCO Doha Office
Duty Station: Doha, Qatar
Contact Type: Service Contract (SB4)
Duration: Initially up to Dec 2017 (Renewable subject to satisfactory performance and availability of budget)

Date of Issue: 16 February 2017
Date of Closing: 04 March 2017 (Midnight, Doha time)

Context and Background

The UNESCO Doha Cluster Office covers six Gulf Cooperation Council (GCC) countries and the Republic of Yemen. In line with UNESCO's global priorities and five major programmes, the UNESCO Doha Office sets a local programme of action in consultation with the 7 Member States.

The UNESCO Doha Office collaborates through inter-agency mechanisms with resident and non-resident UN agencies in its seven cluster countries as well as at the regional level to increase coherence, effectiveness, and relevance of its interventions with the overall goal to maximize the impact of its work. The UNESCO Doha Office is participating in and contributing to the UN Country Teams in the United Arab Emirates, the Kingdom of Saudi Arabia, the Kingdom of Bahrain, the State of Kuwait, and the Republic of Yemen, covering all seven (7) cluster countries.

Under overall coordination of the Offices of UN Resident Coordinators, the UNESCO Doha Office contributes to UN common country programming processes, including UN common country assessments (CCAs), strategic planning, UN Development Assistance Framework (UNDAF) formulations, as well as UNCT joint activities, thematic, programmatic, and management working groups in its cluster countries.

Tasks and Expected Outputs

Under the authority of the Director of the Doha office, the Coordinator Officer provides support to Director of the Cluster Office in UN coordination, management support, monitoring and reporting, and external communication by carrying out the following duties:

1. Management Support

- ❖ Assist the Director in the strategic planning and provide overall management and coordination support of UNESCO.
- ❖ Keep abreast with critical/strategic initiatives as delegated/requested and identify/prioritize issues in need of immediate attention especially relating to global and regional initiatives involving the direct participation of the Director, as well as on matters related to the implementation of the 2030 Agenda for sustainable development.
- ❖ Provide support to the Director by timely preparing substantive materials, including background papers, speeches, and talking points as requested. Participate in meetings as required, report on outcomes, and following up on action points. Prepare draft correspondence submitted for the signature of the Director.

- ❖ Coordinate programme staff meetings chaired by the Director, in terms of organizing the agenda, planning and follow up to meetings, drafting of meeting notes, as well the monitoring of action points, decisions, recommendations and deadlines, with regular updates to supervisors on important issues.
- ❖ Introduce strategic programme planning and management tools towards office management, in particular coordinate updating the Office Strategic Plan and relevant UNESCO Country Programme Documents (UCPDs).
- ❖ Lead the development of programmatic office briefings for high-level missions and coordinate inputs with programme colleagues.
- ❖ Support the Director in knowledge management and file important documents on the internal knowledge management platform.
- ❖ In the absence of programme staff in the natural, social, and human sciences field, support the Director in Science related matters. Support includes programmatic backstopping and keeping abreast of Science related UNESCO activities in cluster countries.

2. UN Coordination

- ❖ Follow activities of UNCTs and UN inter-agency working groups in cluster countries and ensure that Director remains updated. Follow UNCT meetings with/or on behalf of the Director when requested.
- ❖ Coordinate and keep an overview of UNESCO's participation in and contribution to various UN inter-agency thematic and programmatic working groups in cluster countries.
- ❖ Follow up on UNESCO's programmatic inputs to UN country strategic planning and monitoring, including to CCA/UNCCSF/UNDAF processes in Kuwait, KSA, Bahrain, UAE and Yemen by coordinating programme staff inputs and following up with RC offices;
- ❖ Provide assistance in the preparation of inputs in preparation for UNCT meetings, and ensure proper record of decisions taken and their timely follow up on the internal knowledge management platform.
- ❖ Liaise and ensure coordination with RCO offices and other members of the UN Country Teams and implementing partners on office relevant matters.

3. Monitoring and Reporting

- ❖ Lead the development of the annual office achievements report, including coordinating inputs, language editing and finalizing.
- ❖ Oversee and ensure the smooth flow of relevant information within the office and with colleagues at national, regional and HQ level, as well as with national commissions, permanent delegations, and sister UN agencies.

4. External communication

- ❖ Contribute to the office's outreach and visibility of activities through the preparation of news articles related to the Agenda 2030, UNCT activities, or involve the participation of the Director.

5. Undertake any other pertinent professional duties as assigned by the Director of the UNESCO Doha Cluster Office

Required qualifications

Education

- Advanced university degree (Master's or equivalent) in International Development, International Relations, Social Sciences, Political Sciences or a related field.

Work experience

- Minimum 4 years of relevant professional experience in management support, international development, and/or UN Coordination, of which preferably 2 years acquired at regional and/or international level, preferably in an international organization.

- Relevant experience at the national or international level in providing management advisory services, hands-on experience in design, monitoring and evaluation.
- Sound knowledge of the UN System and Resident Coordinator system, procedures, and operational activities for development is an asset.

Skills/Competencies

- Good analytical, organizational and project management skills.
- Excellent coordination and interpersonal skills.
- Capacity to build and maintain effective working relations with national/local authorities, relevant institutions, intergovernmental and non-governmental organizations.
- Proven ability to communicate and negotiate effectively and persuasively (orally and in writing) with various stakeholders at all levels, within and outside of the Organization.
- Ability to work effectively in a team and to function within a multi-cultural environment.
- Solid IT skills including knowledge of Microsoft office software and knowledge management platforms.

Languages

Excellent knowledge (written and spoken) of English. Knowledge of Arabic is an advantage.

Condition of Employment:

UNESCO Salaries in Doha are paid in Qatari Riyal, the annual remuneration for the post is QAR 281,000 - 320,000, depending on skills and qualifications. UNESCO Service Contract benefits includes 30 days of annual leave as well as a contribution to pension scheme and health insurance upon proof of inscription.

How to apply:

Interested candidates with desired qualifications and skills should submit their letter of interest and CV using UNESCO CV standard form (attached) in English to the address of 66, Lusail Street-West Bay, PO Box 3945, Doha or to ao.doha@unesco.org Or by Fax: +974 44113015. Please clearly indicate the post title in the subject of your application.

ONLY SHORT LISTED CANDIDATE WILL BE CONTACTED
A WRITTEN EXAMINATION MAY BE USED IN THE EVALUATION OF CANDIDATES.
 UNESCO IS A NON-SMOKING ORGANIZATION

UNESCO is committed to promoting geographical distribution 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