

Title: NATIONAL PROFESSIONAL OFFICER (CULTURE)
Domain: Culture
Grade: NOB
Post Number: 6NACLT1000RP
Organizational Unit: UNESCO Windhoek Office
Primary Location: Windhoek, Namibia
Recruitment open to: Nationals of Namibia
Type of contract: Fixed Term
Annual Salary: 541 594 Namibian Dollars
Deadline (midnight, Namibia time): 30 April 2019

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

Overview of the functions of the post

Under the overall authority of the Assistant Director-General for Culture (ADG/CLT) and the direct supervision of the Head of the UNESCO Windhoek Office, the incumbent will contribute to the design, implementation and coordination of activities carried out under Major Programme IV - Culture in Namibia in view of supporting the Member State in their efforts to implement the 2030 Agenda for Sustainable Development and the African Union Agenda 2063. The incumbent shall work as part of the interdisciplinary team in the UNESCO Windhoek Office, in collaboration with culture stakeholders, and with technical guidance from Programme Divisions at Headquarters and the Culture Programme Specialist in the Multi-sectoral Regional Office for Southern Africa in Harare. In this context, the incumbent will:

- Contribute to identifying, designing and implementing activities in the field of culture in the country within the framework of the Culture Sector's strategies and priorities, particularly for the promotion, preservation and safeguarding of tangible and intangible heritage, the promotion of creative industries, and the advancement of the linkages between culture and development, to help build the institutional capacity of UNESCO's national/local counterparts and partners. In close cooperation with Headquarters, contribute to intersectoral programmes developed by the Office.
- Contribute to identifying, designing and implementing extra-budgetary projects in collaboration with Culture Partners to reinforce the Regular Programme and ensure the related required fundraising by mobilizing resources and partnerships including providing professional and technical contributions based on research and analysis, with an emphasis on the national perspective and potential.
- Coordinate the implementation of all technical cultural cooperation projects of the Office funded through extra-budgetary resources by monitoring implementation and outputs and ensuring timely implementation consistent with the approved project documentation.
- Maintain close contacts with the concerned national/local authorities and contribute to the development of national cultural policies. In this context, maintain working relations and interact with relevant governmental bodies, cultural institutions, as well as pertinent intergovernmental and non-governmental organizations. Maintain working relations with the concerned Resident Coordinator Office and other UN Agencies, groups and entities.
- Participate in joint programming exercises within the framework of the UN reform, such as Delivering as One, Common Country Assessments/United Nations Partnership Framework (CCA/UNPAF).

Competencies

A successful candidate will be required to demonstrate the following competencies:

Core Competencies

Accountability
Communication
Teamwork

Innovation
Results focus
Planning and organizing
Knowledge sharing and continuous improvement

For detailed information please consult the [UNESCO Competency Framework](#)

Required qualifications

Education

- Advanced university degree (Master's or equivalent) in the field of culture, social and human sciences or a related area.

Work Experience

- Minimum 2 years of relevant experience in project implementation in the field of culture and heritage.
- Proven experience in designing and implementing culture policies and strategies.
- Relevant experience in programme management, advocacy, resources and partnership mobilization.

Skills and competencies

- Strong analytical, problem solving skills.
- Knowledge of UNESCO's standard-setting instruments and programmes in the field of culture and heritage.
- Proven ability to draft clearly and concisely.
- Ability to build, maintain and enhance working relations with national/local authorities, cultural institutions and relevant intergovernmental and non-governmental organizations.
- Discretion and maturity of judgement.
- Good IT skill (word processing, spreadsheets, etc.).

Languages

- Excellent knowledge of English.

Desirable qualifications

Education

- Relevant professional training in the field of culture and or heritage.

Work Experience

- Work experience in the UN or international organizations.
- Familiarity with the political context of the country and region.

Languages

- Good knowledge of French
- Knowledge of national and regional languages

Assessment

An assessment exercise may be used in the evaluation of candidates

How to apply?

To apply, please send your CV together with the motivation cover letter to apply.windhoek@unesco.org . Please clearly **indicate in the subject line of your application message the post title and post number**. **The deadline for submission is 30 April 2019 at midnight (Namibia).**

Benefits and entitlements

UNESCO's salaries are paid in local currency. Other benefits include: 30 days annual leave, family allowance, medical insurance and pension plan.
More details can be found on the [ICSC Website](#).

*UNESCO is committed to promoting geographical distribution and gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply. Persons with disabilities equally are encouraged to apply.
Only pre-selected candidates will be contacted.*

*UNESCO applies a zero tolerance policy against all forms of harassment.
Please note that UNESCO is a non-smoking Organization.*

UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.