

Vacancy Note
Recruitment of Consultant

Title: Consultant

Domain: International Relations

Grade: Middle Level

Organizational Unit: UNESCO Addis Ababa, Ethiopia

Duty Station: Addis Ababa. Ethiopia

Type of contract: Individual Consultant contract

Duration of contract : Six Months with possibility of extension depending on availability of funds and performance

Deadline (*midnight, Addis Ababa time*): 27 January 2022

OVERVIEW OF THE FUNCTIONS OF THE POST

Duties and requirements

The consultant will work under the overall authority of the Director of the UNESCO Addis Ababa Liaison Office and the direct supervision of the liaison officer in close cooperation with PAX/AFR Programme specialists at Headquarters, the individual consultant will carry out the following tasks:

1. Advise on and facilitate close working relationships and partnerships with AUC technical departments on joint activities and programs. Provide and assist the participation of UNESCO on the upcoming African Union summit and facilitate technical support.
2. Ensure UNESCO participation in relevant AUC and UN meetings and activities, at technical and political level, channeling relevant information and advocating for UNESCO's areas of competence. Such meetings could include, RCP related meetings, UN reform, follow up AUC specialized Technical Committee Meetings (STCs), AU Summits and ad-hoc heads of state meetings.
3. Contribute to the organization of the AUC- UNESCO programs consultation meetings aiming at developing a joint Programme action within the context of the UNESCO medium strategy (2022-2029) and the AU Agenda 2063 Action Plan as well as follow up and monitoring of the UNESCO Operational Strategy for Priority Africa 2022-2029 flagship programmes
4. Support the action plan on UNESCO's contribution to the theme of the Year 2022 of the African Union.
5. Provide strategic and technical support to UNESCO/LO on the implementation of the AUC theme of the year 2022 through ensuring participation of UNESCO in AUC meetings and activities related to the Year
6. Contribute to AFR publications, working documents, reports, related to AU/UNESCO cooperation and prepare (whenever necessary) strategic analytic papers on the major trends in AU's reform in relation to UNESCO/AUC cooperation (to be addressed to DIR/LO and ADG/PAX)
7. Any other assignment if needed related to AUC/UNESCO cooperation

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree (Master or equivalent) in Political science and International Relations, social sciences, or related areas.

WORK EXPERIENCE

- At least four years of work experience in the field of Political science and International Relations and related fields.
- Experience in supporting and coordinating project activities, preferably in large organizations and/or with international partner organizations.

SKILLS/COMPETENCIES

- Strong skills in technical project management, event planning and presentation skills.
- Good written and oral communication skills, human relations and team building.
- Demonstrated ability to build, develop, and maintain partnerships.
- Ability to interact with people from different disciplines, and with varying degrees of technical experience.
- Ability to manage budgets and report on implementation.

LANGUAGES

- Excellent knowledge of written and oral communication skills in English and French Language.

DESIRABLE QUALIFICATIONS

WORK EXPERIENCE

- Previous working experience in an international organisation and familiarity with the structures and programmes of the African Union Commission and UNESCO, and developmental issues related to Africa

SKILLS/COMPETENCIES

- academic Qualification Bachelor's Degree in Social Sciences, or diplomacy or IT, Communication related area, with sound experience in project design and management
- Technical skills: Good writing and editing skills , and experience on newsletter publication, social media, website content and overall visibility of projects
- diplomatic, articulate and eloquent skills desirable to contribute during meetings

HOW TO APPLY

Interested and suitable candidates should send their application to aa.recruitment@unesco.org on or before 27 January 2022.

Please note that only pre-selected candidates will be contacted.