

Title: National Professional Officer

Domain: Administration/program

Post Number: 6MGFSC1001RP

Grade: NO-B
Organizational Unit: Field Support and Coordination (FSC)

Duty Station: Antananarivo, Madagascar

Recruitment open to: Internal & External candidates

Type of contract: Fixed Term

Annual salary: approx MGA 54,641,000

Deadline (midnight, Nairobi time): **March 03, 2017**

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the authority of the Director of UNESCO Regional Office For Eastern Africa & UNESCO Representative and the direct supervision of the focal point for Madagascar based in Nairobi Office, the incumbent (based in the UNESCO Madagascar Antenna) will help to maintain and contribute to the successful integration of UNESCO in the UN Delivering as One Initiative, and will assist in the strengthening of the foundation of the Antenna by ensuring alignment to national programmes and UN priorities, including gender equality. He/she will also serve as focal point for programme and project implementation, operations, and maintain and enhance relationships with internal and external partners, such as National Commission for UNESCO and international organizations serving in the Madagascar.

More specifically, the incumbent will:

- Serve as an Alternate Focal Point for : (1) UNESCO Country Team and ensure that the Director of the Office and colleagues participate fully in the UN Country Team and Delivering as One Initiative, via regular updates and effective communication; (2) Security, and in this capacity report accordingly to the representative of the UNESCO Regional Office for Eastern Africa within the Security Management Team.
- Under the guidance of the supervisor, participate and ensure participation of other Antenna team members in working groups relevant to the mandate of the Organization and to the national, sectoral and regional priorities; identify, provide, research and report on regular opportunities for cooperation, strengthening UNESCO's presence at country level.
- In close collaboration with other Antenna team members, contribute to the development, implementation and monitoring of work plans and extra budgetary projects of different programme area in collaboration with national and local partners. Ensure that national programmes and UN priorities are covered when developing programmes and projects and recommend appropriate action.
- Under the guidance of the UNESCO Regional Office for Eastern Africa, coordinate the local recruitment for the Antenna office; participate in Operations Management Team of the UNCT in Delivering as One; maintain the portfolio of activities and projects conducted by the office and contribute to the evaluation and analysis of subsequent results.

- Work closely with the National Commission as interlocuter with government and keep the Regional Office for Eastern Africa informed of national priorities, developments and challenges in relation to the various areas of competence of UNESCO and office expertise and provide recommendations in the areas where UNESCO can influence and implement effectively.

REQUIRED QUALIFICATIONS

Education:

Advanced university degree (Masters or equivalent) in the field of development studies, project management or Public Administration. A first-level university degree in the field of development studies, project management or Public Administration, in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience:

- A minimum of 2 years of relevant professional experience, in the field of Office and Project management; experience in developing, implementing and monitoring programmes/projects and work plans.

Skills/Competencies:

- Sound analytical, problem-solving and organizational skills.
- Proven resource mobilization skills.
- Knowledge of UNESCO's programmes and priorities in its various fields of competence.
- Ability to establish priorities and plan and to coordinate and monitor own work plan.
- Excellent interpersonal and communication (oral and written) skills.
- Ability to build, maintain and enhance working relations with national/local authorities, and relevant intergovernmental organizations.
- Service – oriented and team builder, with ability to work in a multicultural environment and to establish good working relationships.
- Capacity for accuracy, paying close attention to detail and quality of work.
- Good IT skills and knowledge of standard office software (word processing, spreadsheets, etc.).

Languages:

- Excellent knowledge of French and good knowledge of English.

DESIRABLE QUALIFICATIONS

Languages:

- Knowledge of local language (s).

Work Experience:

- Experience in implementing programmes and projects in the various fields of competence of UNESCO.
- Work experience in the UN or international organizations.

Skills/Competencies:

- Familiarity with the political context of the region.
- Knowledge in the application of administrative and financial rules, regulations, policies and procedures of UNESCO or other UN System organizations.

UNESCO IS A NON-SMOKING ORGANIZATION

BENEFITS AND ENTITLEMENTS

UNESCO's consist of a basic salary.

Other benefits include: 30 days annual leave, family allowance, pension plan and medical insurance.

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

How to apply Please send your application letter (CV UNESCO Form to be used), in English to nairobi.recruitment@unesco.org , UNESCO Multi-Sectoral Regional Office for Eastern Africa, P. O. Box 30592, 00100 G.P.O, NAIROBI, KENYA **(before March 3, 2017 midnight (Nairobi time). please mention 'Application for the post of National Professional Officer with contact details of 3 referees.**

A written test MAY BE USED IN THE EVALUATION OF CANDIDATES.