Overview of the functions of the post

The UNESCO Regional Office for Culture in Latin America and the Caribbean is launching the joint UNESCO-European Union programme TransculturA: Integrating Cuba, the Caribbean and the European Union through Culture and Creativity. The Programme is built on two components: the first focusing on strengthening the skills and capacities of young cultural professionals and the second on enhancing opportunities through knowledge transfer and exchanges. It includes the establishment of a regional Cultural Training Hub in Cuba and will create opportunities for entrepreneurship, socio-economic projects and collaboration in the cultural and creative sectors, heritage and tourism within the Caribbean region and with the European Union.

Under the authority of the Director of the Office, the Incumbent will contribute to the development and operation of the Cultural Training Hub, including the delivery of the capacity-building programme by carrying out the following functions:

1. Contribute to the conceptualization of the Cultural Training Hub and its capacity-building programme on thematic areas, such as restoration, conservation, management and valuing of tangible/ intangible cultural heritage and the creative industries, as well as the development of partnerships.

2. Coordinate regional training needs assessment taking into account offerings from Cultural Training Hub institutions.

3. Serve as Focal Point for Cultural Training Hub institutions in relation to course and materials production (including adaptation of course elements to the Caribbean, according to demand), translation and interpretation, practical activities for students and course assessment, and contribute to the coordination of the design and development of training courses, including virtual courses, etc.

4. Facilitate and monitor the operation of the Cultural Training Hub and the delivery of its capacity-building programme for both national and regional participants.

5. Support the development of opportunities for the expansion and sustainability of the Cultural Training Hub and the creation of synergies with relevant potential partners.

6. Ensure timely delivery, reporting and assessment of Programme activities and contribute to data collection, information management, visibility and communications.

Competencies

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

- Accountability (C)
- Communication (C)
- Teamwork (C)
- Results focus (C)
- Planning and organizing (C)
- Knowledge sharing and continuous improvement (C)
UNESCO is committed to promoting gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply. Persons with disabilities equally are encouraged to apply. UNESCO applies a zero tolerance policy against all forms of harassment.

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

For detailed information please consult the UNESCO Competency Framework

Required qualifications

Education
- Advanced university degree (Master’s degree or equivalent) in education and training, social sciences, cultural studies, project management or other fields closely related to the position.

Work Experience
- A minimum of two years of progressively responsible experience developing and implementing educational projects or programmes related to culture and/or social and human sciences.

Skills and competencies
- Competence in establishing good working relationships with team members and external partners and stakeholders of different nationalities and cultural backgrounds.
- Solid functional competencies in planning, monitoring and performance evaluation.
- Excellent communication skills.
- Knowledge of ethical and behavioural expectations, sound judgement, and high standards of integrity, discretion and confidentiality.
- Excellent IT skills, including advanced knowledge of MS Office (Word, Excel, PowerPoint, etc.).

Languages
- Excellent knowledge of both Spanish and English (oral and written).

Desirable qualifications

Work Experience
- Experience working in the field of cultural education and training, creative industries or heritage.
- Experience with international and/or European entities.
- Experience working in a multicultural team.

Skills and competencies
- Proven knowledge of results-based management.

Languages
- Knowledge of French.

Assessment
An assessment exercise may be used in the evaluation of candidates.

How to apply
To apply, please send your cover letter and CV in English by e-mail to habana@unesco.org or to the UNESCO Regional Office in Havana, 551 Calzada and D, La Habana. Application files will have to reach UNESCO by 16 April 2020 (midnight, Havana time).

Benefits and entitlements
UNESCO’s salaries are paid in CUC in Cuba and are exempt from tax. Other benefits include: 30 days annual leave, family allowance, medical insurance and pension plan.

Please note that UNESCO is a no-smoking Organization.