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

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 implementation of a regional scholarship programme, the integration of scholarship recipients in cultural and extracurricular activities and incubator programmes by carrying out the following functions:

1. Contribute to the conceptualization and implementation of a scholarship programme, including the identification and selection of scholarship recipients and other regional beneficiaries, to enhance mobility and access to the capacity-building programme of the Cultural Training Hub ensuring with the participating institutions adequate conditions, accommodation and facilities for scholarship recipients.

2. Follow-up on the implementation of scholarships and support the integration of scholarship recipients in cultural and extracurricular activities.

3. Support the development and delivery of a virtual course to enhance proposal writing and presentation.

4. Provide training and assistance to scholarship recipients in the development of project proposals for submission to the sub-granting schemes of the ACP EU Culture Programme and for identifying potential funding opportunities.

5. Contribute to the development and promotion of partnerships with relevant regional Programme partners and European entities (governmental, private, educational and other) to support the incubator programme and participants’ projects, including the support to the preparation, implementation and monitoring of agreements.

6. Provide backstopping and support to incubator programme implementation through partners and reporting by beneficiaries to ensure the development of new cultural projects, self-employment and start-up/scaling up activities.

7. Support the development of opportunities for the expansion and sustainability of the scholarship and incubator programmes and the creation of synergies with relevant potential partners.

8. 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:
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.