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 support of twinnings and joint actions and spaces for cultural exchange by carrying out the following functions:

1. Explore current modalities and synergies for cultural cooperation and collaboration between the Caribbean and the European Union and identify, develop as well as support intra/interregional joint actions and spaces for cultural exchange and cooperation.

2. Conceptualize interregional twinning activities and initiatives for cultural exchange and cooperation between the two regions, including research and development, selection, planning and identification of support.

3. Promote further development and implementation of twinning initiatives by relevant regional and European entities, universities, artists, practitioners, cultural operators and individuals with the support of European Union Delegations in the region, Member States, embassies and cooperation agencies.

4. Coordinate and document the implementation of an interregional pilot twinning initiative, including monitoring, evaluating and providing recommendations for further replication.

5. Carry out monitoring and reporting on joint actions and spaces, including the documentation of lessons learned, best practices and success stories.

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)
For detailed information please consult the UNESCO Competency Framework.

Required qualifications

Education
- Advanced university degree (Master’s degree or equivalent) in social sciences, sociology, 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 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 with young people and/or with institutions and entities in the Caribbean region.
- 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.

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.