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 EU.

The UNESCO Regional Office for Culture in Latin America and the Caribbean is seeking to recruit a Programme Assistant (Project Appointment) to support the overall planning, implementation, reporting and documentation of the Transcultura Programme.

Under the authority of the Director of the Office, the Incumbent will carry out the following roles and responsibilities:

1. Collect, register and maintain information on Programme activities and organize the physical and electronic filing of the Transcultura Programme based on existing organizational standards, including all relevant documents, correspondence, reports, workplans, etc.

2. Compile, summarize and maintain data on Programme delivery and prepare status and progress reports, briefings, inputs for meetings and events, correspondence, presentations, communications materials, reporting and speeches, among others.

3. Support coordination meetings with counterparts, the donor and other relevant entities; prepare documentation and minutes related to these meetings; and ensure monitoring and follow-up of commitments.

4. Search, locate, compile, review and update information and data used in the development of documents, work plans and budgets and assist programme staff in entering information into SISTER.

5. Update and maintain a Transcultura Programme calendar, including meetings (with partners, authorities, and others), events, missions, Programme deadlines and milestones and ensure monitoring and follow-up.

6. Update and maintain Transcultura Programme contacts information, partnership agreements, beneficiaries, participating institutions, and others.

7. Establish and maintain a monitoring system for incoming and outgoing Programme correspondence and coordinate follow-up with appropriate Programme staff.

8. Provide project management and general office support, including but not limited to monitoring contract and payment schedules, supporting Programme staff agendas, making/receiving calls, printing and photocopying, sorting and filing, among others.

9. Support the monitoring of activities, communications and reporting of Transcultura Programme activities in
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10. Carry out additional activities to support Transcultura Programme implementation as required.

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
- Secondary, technical or vocational school.

Work Experience
- A minimum of five years of progressively responsible experience in providing secretarial, administrative or executive assistance.

Skills and competencies
- Strong analytical and problem-solving skills, as well as the ability to set priorities, follow rules and administrative guidelines, and analyse and respond to routine and non-routine issues.
- Competence in establishing good working relationships with team members of different nationalities and cultural backgrounds.
- Excellent communication skills and experience working in a multi-skilled and multicultural team.
- 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
- Fluency in Spanish (both oral and written) and working knowledge of English.

Desirable qualifications

Education
- Specialised training/certification in a field related to the position.

Work Experience
- Experience with international organizations or enterprises.
- Experience in providing project assistance and understanding of result-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).
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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.