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 EU.

The UNESCO Regional Office for Culture in Latin America and the Caribbean is seeking to recruit an Administrative Assistant (Project Appointment) to support Transcultura Programme administration, procurement, logistics and events planning and implementation.

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

1. Support the planning and implementation of Transcultura Programme procurement, logistics and events to facilitate the work of Programme staff and consultants.

2. In coordination with the Procurement Officer, facilitate the procurement of equipment, supplies and other materials, support the preparation of purchase orders and contracts, monitor status of requisitions, maintain contact with suppliers, liaise with national institutions, and ensure compliance with local importation procedures.

3. Provide guidance and interpretation on non-complex administrative rules, regulations and procedures, and maintain confidential and general files and establish reference systems.

4. Monitor and control commitments and expenditures and update the tracking system to control procurement and logistics activities and monitor adherence to contractual agreements, performance requirements and respect to delivery schedules.

5. Verify and process payments; prepare detailed cost estimates and other data for use in budget analysis and proposals; and keep track of budget levels and inform supervisor, as necessary.

6. Assist in the preparation of budgetary and financial reports, verify overall accuracy and consistency, and crosscheck consistency of figures and assist in the preparation of budgetary and financial reports, statistics or projections.

7. Assist in consultant pre-recruitment formalities and provide support on the conduct of the recruitment process; coordinate interview schedules, prepare agendas and documentation.

8. Coordinate the logistics for national and international events, forums, meetings, side events, exhibitions, side agendas, workshops and other related activities, including accommodation, catering, translation and interpretation, design and printing, and other required services.
9. Facilitate travel of Transcultura Programme staff, consultants, beneficiaries and other stakeholders, including facilitating accommodation, visas, airport transfers and local transportation, and providing country briefings.

10. Ensure compliance to relevant UNESCO rules and regulations regarding procurement, logistics, financial management and administration.

11. 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](https://www.unesco.org/)

**Required qualifications**

**Education**

- Secondary, technical or vocational school.

**Work Experience**

- A minimum of five years of progressively responsible experience in administration, procurement, logistics and/or event planning and implementation.

**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**

- Specialized training/certification in business administration, finance, accounting, logistics or other fields closely related to the position.

**Work Experience**

- Experience with organizations or entities with an international scope and sound knowledge of project management methodologies and result-based management.

**Languages**

- Knowledge of French.

**Assessment**

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

**How to apply**

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.

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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.