Title: Associate Project Officer for the Transculta programme - Incubators and Scholarships

Domain: Culture

Grade: SB3

Organizational Unit: Culture Sector

Duty Station: UNESCO Regional Office for Culture in Latin America and the Caribbean (Havana, Cuba)

Type of contract: Service Contract

Duration: 9 months

Deadline (midnight, Havana time): 28th February 2022

Application to be sent to: a.navarro-sanchez@unesco.org

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

Background

The UNESCO Regional Office for Culture in Latin America and the Caribbean is implementing the joint UNESCO-European Union programme Transculta: 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. The programme implementation was launched at the beginning of 2020 and is expected to last until the end of 2023.

The incumbent will provide support to the Programme component related to Incubators and Scholarships.

Overview of the functions of the post

Under the supervision of the Transculta Programme Coordinator, the Incumbent will contribute to the implementation of a regional scholarship scheme, the integration of scholarship recipients in cultural and extracurricular activities and incubator programmes by carrying out the following functions:

1. Contribute to the implementation of a scholarship programme, including the identification and selection of scholarship recipients and other regional beneficiaries, to enhance access to the capacity-building programme of the regional Cultural Training Hub.
2. Support the development and delivery of a virtual course to enhance proposal writing and presentation.
3. Contribute to the development and promotion of partnerships with relevant regional Programme partners to support the incubator programme and participants’ projects, including the support to the preparation, implementation and monitoring of agreements.
4. Ensure timely monitoring and reporting of Programme activities and contribute to data collection, information management, visibility and communications.
5. Carry out any other duties as requested by the Programme Coordinator.

Competencies

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

Accountability
Communication
Teamwork
Innovation
Results focus
Planning and organizing
Knowledge sharing and continuous improvement

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, international 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
• 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
• Fluency in English and Spanish (written and spoken).

Desirable qualifications

Work Experience
• Experience in international student affairs, services and/or training.
• Experience with international and/or European entities.
• Experience working in a multicultural team.
• Experience in management of incubator schemes.

Skills and competencies
• Knowledge of results-based management principles.

Languages
• Knowledge of French.

Assessment

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

How to apply

Please send your application (CV and motivation letter) by e-mail to a.navarro-sanchez@unesco.org. Application files will have to reach UNESCO by 28th February 2022 (midnight, Havana time).

Benefits and entitlements

UNESCO’s salaries are paid in Cuba. Benefit includes annual leave of 2.5 days for each completed month of service.

Please note that UNESCO is a no-smoking Organization.