Vacancy Notice ref. 2022-01/549RER4009

Project Coordinator for the project “Culture and Creativity for the Western Balkans (CC4WBs)” EAC-2021-0379

Open to Internal and External Candidates

Position Title: Project Coordinator for the project “Culture and Creativity for the Western Balkans (CC4WBs)” EAC-2021-0379 - a European Union funded project to be jointly implemented by UNESCO, the British Council and the Italian Agency for Development Cooperation (48 months).

Duty Station: Sarajevo, Bosnia and Herzegovina

Office: Sarajevo Antenna, UNESCO Regional Bureau for Science and Culture in Europe

Type of contract: Project Appointment

Grade: P-2, NOB

Estimated Start Date: 14 March 2022

Application deadline (Midnight Paris Time): 13 March 2022, by 24.00 CET

Duration of contract: 1 year with a six (6) months probationary period. Possibility of extension subject satisfactory performance and availability of funds.

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall supervision of the Director of the UNESCO Regional Bureau for Science and Culture in Europe (UNESCO Regional Bureau) and the immediate supervision of the Head of Sarajevo Antenna, to ensure support the coordination and management of the project “Culture and Creativity for the Western Balkans (CC4WBs)”. The objective of the project is to foster reconciliation and good-relations in the Western Balkans by promoting intercultural dialogue and enhancing the socio-economic impact of the cultural and creative sectors in the Western Balkans. Specific objectives of the project are to: i) improve the performance of the cultural and creative sector in the Western Balkans; ii) strengthen cultural cooperation within and with the Western Balkans; iii) enhance cultural heritage for local development.

Expected outputs of project are the following: 1: Improved capacities of, and partnership between public authorities, private sector and civil society organisations to develop and promote inclusive policy-making in culture; 2. Increased regional exchanges in the culture and creative sector; 3. Enhanced capacities and skills of the cultural and creative sector in management, business planning, community engagement and communication ; 4. Increased mobility of artists, cultural operators and increased circulation of creative goods and services across the region and with the EU ; 5. Increased capacities and skills of local stakeholders in developing inclusive cultural heritage for local development.

Within this framework, the incumbent shall:

Coordination

- Ensure timely, efficient and effective coordination among the partner organisations in the execution of activities, the management of the project and the implementation of the planned activities, in line with the approved overall project work plan and budget;
Draft, review and prepare for final submission required progress reports related to the project implementation, in close coordination with the members of the consortium,

- Liaise with the project’s Finance Officer and Communication Officer;
- Provide support to the project’s Advisory Committee including by preparing documents for its meetings and ensuring reporting;
- Assist implementing partners in liaising with stakeholders and the targeted beneficiaries, as applicable;
- Assist in liaising with the European Union counterparts, as applicable and appropriate.

**Project management**

- Provide support to the partners and take responsibility, as assigned and appropriate, to implement project activities; draft calls and TORs for contracts for review by supervisor and follow process closely to ensure compliance with relevant administrative rules for procurement and monitor contracts progress;
- Ensure compliance with the project monitoring and reporting obligations; review documents and reports submitted by the partners for accuracy and support the finalization and submission of related documents;
- Support the preparation and management of meetings and events related to the overall implementation of the project include ensuring the logistics and technical requirements for both physical and virtual meetings; supporting the facilitation and chairing of the meetings; preparing agendas and meeting reports; and monitoring follow-up actions.

**Communication**

- Facilitate effective communication among partners and with the project stakeholders
- Cooperate with the project respective communication officers of the implementing partners in order to ensure the visibility of the project results and impact, in line with the project communication and dissemination plan and the EU visibility Guidelines;
- Prepare plans and draft inputs for public information products such as news items, social media posts, infographics, audio-visual and other outreach materials;
- Prepare briefings, presentations, speeches and speaking points;
- As delegated by the Supervisor, speak and/or actively participate in national and international conferences, workshops or other events related to the project.

**COMPETENCIES (Core / Managerial)**

- Accountability (C)
- Communication (C)
- Teamwork (C)
- Innovation (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 AND EXPERIENCE

Education
- Advanced University degree (Masters or higher) in cultural studies; media studies; management; international relations; communication; or in related fields of social and human sciences.

Experience
- Minimum of 3 years of practical experience in international cultural cooperation, including two years of experience on multi-partners project implementation and/or management.

Knowledge, skills, and competencies
- Good knowledge of the culture sector and cultural cooperation scenarios in South-East Europe and especially the Western Balkans
- Demonstrated experience in project development and management in an international environment, with strong time-management under tight deadlines, monitoring and reporting skills
- Advanced IT skills in word processing, spreadsheets, visual presentation tools, video conference platforms, etc.
- Demonstrated experience in developing communication strategies, tools and contents in relevant contexts.
- Strong interpersonal skills and demonstrated ability to work with and in multicultural teams
- Good knowledge of UNESCO’s mandate, programme (with special focus on culture) and operational processes
- Cultural sensitivity, integrity, negotiation skills
- Capacity to encourage inputs and positions from diverse stakeholders, as well as to deliver effective synthesis

Languages
Excellent knowledge of English, with demonstrated capacity to produce quality written outputs such as reports, news items, etc.

DESIRABLE QUALIFICATIONS
- Experience in working for or with other national and/or international development cooperation agencies
- Proficiency in other official languages of UNESCO and communication skills in one or more of the national languages spoken in the Western Balkans region
- Experience on implementation of EU funded projects

BENEFITS AND ENTITLEMENTS
UNESCO’s salaries consist of a basic salary and other benefits, which may include if applicable: 30 days annual leave, family allowance, medical insurance, pension plan etc.
For full information on benefits and entitlements, please consult our Guide to Staff Benefits.
SELECTION AND RECRUITMENT PROCESS

All candidates must complete an online application and provide complete and accurate information. To apply, please visit the UNESCO careers website.

No modifications can be made to the application submitted. The evaluation of candidates is based on the criteria in the vacancy notice, and may include competency-based interview and written tests or assessments.

UNESCO uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.

“UNESCO recalls that paramount consideration in the appointment of staff members shall be the necessity of securing the highest standards of efficiency, technical competence and integrity. UNESCO applies a zero-tolerance policy against all forms of harassment. UNESCO is committed to achieving and sustaining equitable and diverse geographical distribution, as well as gender parity among its staff members in all categories and at all grades. Furthermore, UNESCO is committed to achieving workforce diversity in terms of gender, nationality and culture. Candidates from non- and under-represented Member States are particularly welcome and strongly encouraged to apply. Individuals from minority groups and indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the highest level of confidentiality. Worldwide mobility is required for staff members appointed to international posts.”

“UNESCO does not charge a fee at any stage of the recruitment process“. 