



UNESCO contributes to peace and human development by furthering international cooperation through its programmes in education, sciences, culture and communication. Our overriding goal is to respond effectively to present and future challenges, and to ensure a better world for future generations. With its 188 Member States and 6 Associate Members, UNESCO has its Headquarters in Paris (France) and operates globally through a network of 55 Offices and several Institutes.

## **Organização das Nações Unidas para a Educação, a Ciência e a Cultura Representação no Brasil**

Please be informed about a **Service Contract** opening in our Office, for which written applications with Curriculum Vitae will be accepted up to the closing date.

### **UNESCO Brasilia Office is recruiting for**

Post: **Programme Officer / Programme Manager**  
Based: Brasilia Office  
Closing date: **01 March 2009**  
REF: SHS/PO/CRIESP/02/09  
Recruitment: External/Internal

**Purpose of post:** Under the authority of the Director of the Office, the direct supervision of the SHS Coordinator and following the Table of Delegated Authority and Accountability, the incumbent will act as the Programme Officer / Programme Manager responsible for the Criança Esperança Programme. In particular, he/she will make proposals and actively participate in national and international negotiations, coordinate technical cooperation agreements within the Programme in accordance with priorities, guidelines and orientations established, coordinate and attend meetings, organize and structure events and write reports and technical documents.

### **Main responsibilities:**

1. Planning:
  - 1.a) Provide assistance to the SHS Coordinator and the Senior Programme Officer in the analysis of the development stage of topics under the Criança Esperança Programme's priorities and needs for technical cooperation in Brazil, by analyzing and appraising medium and long term strategic planning;
  - 1.b) Provide contributions to the preparation of UBO's framework and planning documents, as well as subsidizing issues for UNESCO's planning documents (medium-term strategy and Programme and Budget - C/4 and C/5);
  - 1.c) Propose annual action plans for the Programme.
2. Technical Cooperation:
  - 2.a) Provide assistance to the SHS Coordinator and the Senior Programme Officer in defining the Programme's requirements and specifications, as well as by suggesting cross-cutting activities and by identifying, proposing and developing South-South cooperation opportunities;
  - 2.b) Supervise Technical Cooperation Agreements by following up budget and financial situation, monitoring and systematizing evaluations and using project management tools; analysing and interpreting background history and documentation of the Programme under his/her responsibility, identifying and reconstructing strategies and decisions.
  - 2.c) Add technical value to the Programme by providing technical and strategic solutions to difficulties found along the way; monitor implementation, ascertaining problems and proposing that corrective expediting actions be taken by specialized support units; analysing and appraising products carried out within the Programme and suggesting reference themes for complementary studies;
  - 2.d) Support the preparation of books and publications by collecting and consolidating data and information;
  - 2.e) Prepare and make technical presentations, speeches, documents, reports and papers.
3. National Negotiations:
  - 3.a) Assist the SHS Coordinator in high level negotiations with donors and prospective partners, selecting and proposing issues for negotiation;
  - 3.b) Attend qualified meetings when indicated by the SHS Coordinator or the Director of UBO.

4. International and Regional Negotiations:

4.a) Provide technical support and assistance to the SHS Coordinator in negotiations with UNESCO's Headquarters Units and other regional and international organizations;

4.b) Attend internal and external meetings and represent, upon request, the Programme under his/her responsibility in events;

Participate in specific inter-agency groups and activities pertinent to the Programme when requested by the Director of UBO.

5. Management:

5.a) Plan and control the work within the Programme for which he/she is responsible, including the elaboration of statistical, budgetary and financial data, periodic reports and action plans, as well as other relevant documents;

5.b) Orient, supervise and review the completion of duties conducted by Programme Assistants related to the Programme under his/her responsibility, as well as the work assigned to Administrative-Assistants, according to the Programme's priorities.

6. Any additional activities that may be required to ensure the success of the work team to which assigned.

**Profile:**

Advanced degree in any field of the social and human sciences, especially Economics or Business Administration, combined with Project Management training. Ten years of practical experience in programme and project management with a minimum of 7 years acquired within the UN system, or in governmental institutions, NGOs, private companies or other international organizations. The post requires broad and updated knowledge of social and human sciences related themes; ability to work in a team; commitment to the organization and its principles; capacity to work under pressure; ability to work in groups; ability to work with people of different cultural backgrounds and ethnicities; ability to work with different partners; initiative and creativity; skill in the use of PC (Windows, Word, Excel, Internet) and electronic systems; knowledge of a complex body of organisational rules, procedures and processes; proficiency in English or French and in Portuguese. Knowledge of Spanish is an asset.

**Conditions of employment:** Gross Monthly salary of **8.382,00 Reais**. Renewal of the contract is subject to satisfactory service. There will be a 3-month probation period.

**How to apply:**

Candidates should send application to UNESCO Human Resources Unit in Brasilia, by e-mail ([trabalheconosco@unesco.org.br](mailto:trabalheconosco@unesco.org.br)) or by mail to UNESCO Brasilia Office, SAS - Quadra 5 – Bloco H - Lote 6 Ed. CNPq/IBICT/UNESCO - 9º andar, CEP: 70.070-914 – Brasília /DF – Brasil, attaching an updated Curriculum Vitae (on the official UNESCO form preferably).

**POST TITLE AND REFERENCE NUMBER MUST BE MENTIONED IN THE SUBJECT OF THE APPLICATION.**

**APPLICATIONS SUBMITTED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED.**

**Issue date: 13 February 2009**