



United Nations Educational,
Scientific and Cultural Organization

UNESCO contributes to peace and human development in an era of globalization by furthering international cooperation through its programmes in education, sciences, culture and communication. With its 191 Member States and 6 Associate Members, UNESCO has its Headquarters in Paris (France) and operates globally through a network of offices and several institutes.

Post title **Programme Specialist**
Organisational unit **UNESCO Office Accra**

Duty station **Accra, Ghana**
Grade **P-4**
Post number **AF/RP/GHA/SHS/0005**

Closing date **2 August 2006**

Purpose of post Develop and implement the approved Programme of work in the Sector's main domains of responsibility (i.e. in human rights; ethics of science and technology; social sciences, research and policy; and foresight, philosophy and human sciences).

Main responsibilities Under the authority of the Assistant Director-General for Social and Human Sciences, and the direct supervision of the Director of UNESCO Office in Accra, the incumbent will be responsible for:

- Developing and implementing the Sector's strategies at the regional and sub-regional levels, in consultation with existing UNESCO partner organizations, including universities, research institutions, governmental and non-governmental organizations, and civil society;
- Promoting research and policy analysis, networking and capacity-building in identified priority areas in the African Member States;
- Promoting intellectual and scientific cooperation between social science institutions in the African Member States and other regions of the world, including strengthening national, sub-regional and regional networks in the social and human sciences, and facilitating the exchange of information and experience between them and relevant networks in other parts of the world;
- Monitoring and evaluation of the Sector's Programmes in the African Member States.

- Profile**
- Advanced university degree in any of the social sciences disciplines, including anthropology, economics, political science or sociology, preferably at doctoral level.
 - Minimum of 7 to 10 years national or 5 years international post-graduate relevant work experience. Professional experience in teaching and research and/or programme development and implementation.
 - Demonstrated conceptual and analytical abilities through a strong publication record (e.g. in referred social science journals).
 - Good IT skills
 - Excellent knowledge of English or French and good knowledge of the other language.

Conditions of employment UNESCO's salaries are calculated in US dollars. They consist of a basic salary and a post adjustment which reflects the cost of living in a particular duty station and exchange rates. For this post, the annual remuneration will start at the current exchange rate at US\$ 91,185 (US\$ 84,914 if without dependants), exempt from income tax. In addition, UNESCO offers an attractive benefits package including 30 days annual vacation, home travel, education grant for dependant children, pension plan and medical insurance. The initial appointment, which is for 2 years, includes a probationary period of 12 months, and is renewable, subject to satisfactory service. Worldwide mobility is required as staff members have to serve in other duty stations according to UNESCO's job rotation policy. UNESCO is a non-smoking Organization.

How to apply Candidates should use UNESCO's online application system at www.unesco.org/employment. Candidates without access to internet may send a paper application by completing the official UNESCO CV form (available at Headquarters, UNESCO Offices, National Commissions in Member States, or any office of a United Nations Resident Representative) in English or French to *Chief, HRM/RCR, UNESCO, 7 place de Fontenoy, 75352 Paris 07 SP, France*, before the closing date, quoting the post number "AF/RP/GHA/SHS/0005"

Women as well as nationals from non- or under-represented Member States are encouraged to apply

Non- or under-represented Member States as of May 2006 (please check at www.unesco.org/employment for the latest situation): Angola, Antigua and Barbuda, Armenia, Austria, Azerbaijan, Bahamas, Bahrain, Bangladesh, Belize, Bhutan, Bolivia, Botswana, Brunei Darussalam, Cape Verde, Central African Republic, Chad, Chile, China, Cook Islands, Cyprus, Djibouti, Dominican Republic, El Salvador, Equatorial Guinea, Estonia, Fiji, Gabon, Ghana, Grenada, Guatemala, Guinea-Bissau, Guyana, Haiti, Honduras, Iceland, Indonesia, Iraq, Jamaica, Kazakhstan, Kiribati, Kuwait, Kyrgyzstan, Lao People's Democratic Republic, Lesotho, Liberia, Libyan Arab Jamahiriya, Luxembourg, Maldives, Malta, Marshall Islands, Micronesia (Federated States of), Monaco, Mongolia, Myanmar, Namibia, Nauru, Niue, Oman, Palau, Paraguay, Portugal, Qatar, Republic of Moldova, Rwanda, Saint Kitts and Nevis, Saint Lucia, San Marino, Saint Vincent and the Grenadines, Sao Tome and Principe, Saudi Arabia, Slovakia, Slovenia, Solomon Islands, South Africa, Suriname, Swaziland, Switzerland, Tajikistan, Timor-Leste, Togo, Tonga, Turkmenistan, Tuvalu, Ukraine, United Arab Emirates, United States of America, Vanuatu, Venezuela, Viet Nam