



INTERNATIONAL FUND FOR CULTURAL DIVERSITY

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The International Fund for Cultural Diversity (IFCD) is a multi-donor fund established under Article 18 of the 2005 Convention on the Protection and Promotion of the Diversity of Cultural Expressions. Its purpose is to promote sustainable development and poverty reduction in developing and least-developed countries that are Parties to the 2005 Convention.

Since 2010, the IFCD is providing more than USD 3,5 million in funding for 61 projects in 40 developing countries, covering a wide range of areas, from the development and implementation of cultural policies, to capacity-building of cultural entrepreneurs, mapping of cultural industries and the creation of new cultural industry business models.

IFCD is seeking a qualified and committed Officers for the following positions in its offices in Beijing , New York, Geneva and Thailand

Programme Officer -Disaster Risk Reduction and Climate Change Response

Grade Level : P4

Department: International Fund for Cultural Diversity (IFCD)

Organisation : UNESCO

IFCD is seeking a qualified and committed Programme Officer to work in the areas of disaster risk reduction and climate change response, including provision of technical assistance to counterparts and project management, as a part of IFCD's overall programme in the country. He/She will be working under the authority and supervision of the Representative of IFCD to the Country.

Profile:

The successful candidate will have substantial experience in the development and implementation of programmes related to disaster risk reduction and climate change response. In particular, s/he will have: An advanced university degree (master or equivalent) in a field

such as disaster risk management, climate change, education for sustainable development or other related field; At least three years of relevant work experience in the above or related areas; Strong understanding of the country and region and a clear understanding of development work; Strong interpersonal skills and capacity to work in a team-oriented environment; Experience resource mobilization; Excellent organizational, networking and partnership building skills, tact and discretion; Ability to meet deadlines with minimal supervision and in a self-motivated manner; Willingness and ability to conduct some field work at provincial level; Positive attitude to further increase knowledge and experience; Good computer literacy skills, including knowledge of Microsoft Word, Excel and PowerPoint (knowledge of design/layout may be an asset); Excellent oral and written communication skills in English

Programme Officer -Education for Sustainable Development

Grade Level : P4

Department: International Fund for Cultural Diversity (IFCD)

Organisation : UNESCO

IFCD is seeking a qualified and committed Programme Officer in Education to work on development of open-licensed e-learning/distance-learning programmes as a part of IFCD's overall strategy in the Country . He/She will be working under the authority and supervision of the Representative of IFCD to and in coordination with the Education Specialist of the Host Country.

Profile:

The successful candidate will have:

An advanced university degree (master or equivalent) in education, communications, e-learning/distance-learning or a related field;

At least three years of relevant work experience with practice in the production and application of e-learning/distance-learning, innovative teaching methodologies or teacher training; Strong understanding of the country and region; Strong interpersonal skills and capacity to work in a team-oriented environment; Experience in resource mobilization; Excellent organizational, networking and partnership building skills, tact and discretion; Ability to meet deadlines with minimal supervision and in a self-motivated manner; Willingness and ability to conduct some field work at provincial level; Positive attitude to further increase knowledge and experience; Good computer literacy skills, including knowledge of Microsoft Word, Excel and PowerPoint (knowledge of design/layout may be an asset);

Excellent oral and written communication skills in English

Knowledge and/or experience in the areas of education for sustainable development, disaster risk reduction, climate change response and/or biodiversity conservation would be an asset.

Agriculture Officer

Grade Level : P4

Department: International Fund for Cultural Diversity (IFCD)

Organisation : UNESCO

Job Summary

Agriculture Officer is responsible for providing technical guidance and input on agricultural activities conducted by the program including development Of agriculture training materials, providing technical support

Essential Duties and Responsibilities

- Coordinate and monitor agricultural activities in targeted areas including The distribution of inputs and starter kits. Identify training needs and gaps among target beneficiaries.
- Develop, review and revise (as required) agriculture training materials to address identified gaps and meet local capacities (including literacy, land size, soil conditions, ability to afford inputs, etc) .
- Design and implement market assessments and market agents in targeted areas in collaboration with the Program Officers and Community Mobilizers, Develop tracking tools as necessary to help program team to monitor and evaluate program progress and activities as it relates to agriculture activities.
- Maintain meticulous records of all distributed assets and workshops.
- Liaise with communities, partner agencies and other stakeholders in coordination with Community Mobilizes, Field Officers and Program Manager.
- Develop and maintain working relationships with key community leaders, government officials and beneficiaries.
- Provide technical assistance and support to targeted beneficiaries on issues related to agriculture.
- Participate in program meetings including weekly staff meetings to Ensure inter and intraprogram communications and good planning.
- Prepare weekly, monthly reports and final reports on activities progress, constraints and suggestions for improved performance.

Required Qualifications

EDUCATION AND QUALIFICATIONS

- A Bachelor degree or higher diploma in agriculture, international development, community development; Master's degree preferred.

SKILLS AND EXPERIENCE

- At least 5 years experience in agricultural development assistance programs; experience in working with farmers a plus.
- Prior experience in agriculture training and adult training methods is highly recommended.
- Demonstrate the ability to work constructively in a team
- Ability to communicate effectively, work independently, strong planning and organization skills

LANGUAGE SKILLS

- Fluency in written and spoken English

Media and Communications Officer

Grade Level : P4

Department: International Fund for Cultural Diversity (IFCD)

Organisation : UNESCO

Duties and Responsibilities

Under the overall authority of the Director and under the direct supervision of the Chief of the Information and Knowledge Management (IKM) Unit, and in close collaboration with IKM's Public Information and Publications Officer, the Media and Communications Officer will perform the following functions:

1. Research, write and edit public information materials (press releases, feature articles, opeds, etc.), as well as for IFCD's e-newsletter (E-Voices) and website, in a journalistic style and in coordination with the appropriate units in the office;
2. Manage website and social media platforms (Facebook, Twitter, YouTube, etc.) in a pro-active way, keeping management and relevant units regularly informed about impact and public use of media channels;
3. Propose and organize media events (i.e. publicity campaigns, press briefings, press conferences, interviews etc.) for IFCD's projects and initiatives;
4. Monitor media coverage and report regularly on resulting IFCD's visibility; propose strategies to achieve better visibility and impact;
5. Work closely with responsible programme officers and management to respond appropriately to media enquiries;
6. Develop and maintain close relations with the media in the region and maintain an up-to-date digital database of media contacts;
7. Attend relevant events, fairs and conferences organized by IFCD's and provide public information services;

REVISER (FRENCH), P4

Grade Level : P4

Department: International Fund for Cultural Diversity (IFCD)

Organisation : UNESCO

Responsibilities

Under the supervision of the Chief, French Translation Unit, the incumbent will perform the following:

1. Revises translations and original summary records dealing with a broad range of subjects dealt with by the IFCD.
2. Translates, mostly without revision, texts covering a broad range of subjects dealt with by the IFCD particularly those subjects requiring experience and recognized proficiency.
3. Drafts, mostly without revision, summary records and serves as monitor of précis-writing teams.
4. Develops new terminology for use where none exists in the target language.
5. Carries out linguistic research and prepares terminological bulletins and glossaries, technical vocabularies and related reference tools.
6. Counsels and assists translators/précis-writers and briefs them on the procedures and practices of the Service, terminology and a broad range of subjects, as required.
7. Participates in the setting of terminology standards.
8. Supervises the work of small groups of translators/précis-writers.
9. Performs other related duties as required.

Competencies

Professionalism: Ability to demonstrate good writing skills; high standard of accuracy, consistency and faithfulness to the spirit, style and nuances of the original text with a good grasp of the subject matter. Knowledge of a broad range of subjects dealt with by the United Nations, i.e., political, social, legal, economic, financial, administrative, scientific and technical. Ability to use all sources of references, consultation and information relevant to text at hand. Ability to work under pressure and maintain adequate speed and volume of output. Ability to show a high level of versatility, judgement and discretion. Shows pride in work and in achievements; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others. Places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Technological Awareness: Keeps abreast of available technology; understands applicability and limitations of technology to the work of the office; actively seeks to apply technology to appropriate tasks and shows willingness to learn new technology.

Education

Degree from a university or from an institution of equivalent status.

Work Experience

At least five years .

PROCUREMENT OFFICER, P3

Grade Level : P4

Department: International Fund for Cultural Diversity (IFCD)

Organisation : UNESCO

Responsibilities

Within delegated authority and depending on location, the Procurement Officer may be responsible for the following duties: (These duties are generic, and may not be performed by all Procurement Officers.)

- Plans, develops and manages all procurement and contractual aspects of projects of significant complexity related to worldwide procurement of diverse services and commodities (e.g. information technology, electronic equipment and instruments, vehicles, medicines, foodstuffs, building maintenance materials, office supplies, construction, furniture, etc.), taking into account local economic and other conditions.
- Advises requisitioning units and recipient entities on the full range of procurement issues, providing support and guidance at all stage of the procurement cycle.
- Prepares/oversees preparation and distribution of invitations to tender and manages/conducts all aspects of bid/proposal evaluations.
- Formulates strategies and designs innovative solutions to resolve issues/conflicts for complex procurement projects.

- Establishes and maintains work program and schedule for ongoing contracts and newlyplanned ones.
- Participates in negotiations with senior supplier representatives; signs procurement orders up to the authorized limit, and, in cases where the amount exceeds authorized signature authority, prepares submissions to the Contracts Committee for review and subsequent approval by the authorized official.
- Conducts market research to keep abreast of market developments; researches and analyzes statistical data and market reports on the world commodity situation, production patterns and availability of good and services.
- Identifies new technologies, and products/services, evaluates and recommends potential supply sources and participates in the incorporation of research results into the procurement program.
- Oversees adherence to contractual agreements, recommends amendments and extensions of contracts, and advises concerned parties on contractual rights and obligations.
- Prepares a variety of procurement-related documents, contracts, communications, guidelines, instructions, etc.
- Provides guidance to, and may supervise, new/junior staff.

Competencies

- **PROFESSIONALISM:** Knowledge of contract law and expertise in handling complex contract issues. Knowledge of quantitative methods to measure supplier capacity systems and ability to identify sources of supply, market trends and pricing. Ability to shape and influence agreements with requisitioning units and vendors. Ability to apply technical expertise to resolve a range of issues/problems. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **COMMUNICATION:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **ACCOUNTABILITY:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Education

Advanced university degree (Master's degree or equivalent) in business administration, public administration, commerce, engineering, law or a related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of five years of progressively responsible experience in procurement, contract management, administration, logistics and supply chain management, or administration in the public or private sector, of which at least two years must be directly related to first-hand procurement .

TRANSPORT OFFICER, P4

Grade Level : P4

Department: International Fund for Cultural Diversity (IFCD)

Organisation : UNESCO

Responsibilities

Within delegated authority, the Transport Officer will be responsible for the following duties: (These duties are generic, and may not be performed by all Transport Officers.)

GENERAL:

- Prepares cost estimates for budget and planning purposes.
- Monitors and administers transportation contracts and Letters of Assist.
- Prepares Letters of Assist for the transport operations, ensuring that requirements and specifications are accurate and complete, and complete and obtain funds availability certification.
- Reviews bid responses and conducts operational and technical evaluation and analysis of the bids to ensure that offers meet technical requirements and operational needs.
- Liaises with commercial insurers and IFCD insurance specialists to ensure that coverage on goods and equipment is adequate.
- Coordinates requisition process with purchasing authorities to insure that bidding and approval processes meet required timetable.
- Participates in technical field missions as required; advises on all matters pertaining to the planning, budgeting and monitoring (including safety) of the provision of transportation resources to field missions.
- Performs other duties as assigned.
- Assists in the development of surface transport administrative, logistics and technical support policy objectives to effectively service components.
- Develops the surface transport safety and maintenance rules and regulations, and those on safe driving.
- Participates in planning the use of surface transport to achieve pre-determined outcomes using cost effective and efficient methods to deliver services.
- Advises on the serviceability of vehicular equipment in use and on the disposal of the unserviceable or beyond economical repair.
- Prepares technical reports, statistics and other documents required for vehicle establishment review and regular and ad hoc reporting requirements related to transport operations.
- Assists in reviewing and controlling all expenditures from the approved surface transport budgets to ensure that the respective transport requirements are met within allocated funds.
- Supervises staff to obtain maximum productivity.
- Assists in the training of new Transport Officers.
- Contributes to the preparation of various written reports, guidelines, studies, briefings and other communications.

Competencies

- **PROFESSIONALISM:** Knowledge of practices and procedures of large volume transportation operations in the field. Ability to prepare and negotiate contracts with representatives of air, sea, and surface transportation media. Knowledge of regulations and requirements designed to ensure the safety of personnel and goods transported by contracted carriers.

Ability to estimate the extent of damage or value of items lost in transit and to prepare claims documents and negotiate adjustments with representatives of insurance agencies or others involved in losses or damages. Ability to conduct research, evaluate and integrate information from a variety of sources, in order to assess impact on transport operations. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

- **COMMUNICATION:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **TEAMWORK:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **PLANNING AND ORGANIZING:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Education

Advanced university degree (Master's degree or equivalent) in business administration, public administration, law, engineering or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of five years of progressively responsible experience in surface transport

FINANCE & BUDGET OFFICER, P4

Grade Level : P4

Department: International Fund for Cultural Diversity (IFCD)

Organisation : UNESCO

Responsibilities

- The incumbent is expected to analyse budget submissions, obtain clarifications and justifications and prepare budget and budget performance reports for large and complex peacekeeping operations, to prepare financial implications for Security Council reports, and to administer related trust funds.
- The incumbent supports the Director and the Section Chief in the presentation of budget proposals and budget performance reports to the Advisory Committee on Administrative and Budgetary Questions and to the Fifth Committee of the General Assembly, and prepares

supplementary information.

- The incumbent also prepares allotments, staffing table authorizations, redeployments of funds, analyses and monitors budget implementation, initiates payments to troop- and formed police-contributing Governments for the settlement of liabilities, and prepares communications to donors on financial aspects of trust fund activities.
- The incumbent may be requested to perform other related duties assigned by the Section Chief, including team assignments for Division-wide initiatives.

Competencies

Professionalism – Possesses conceptual and analytical skills including a complete, in-depth grasp of financial principles and practices, with knowledge of budget development, including results-based budgeting, and the financial administration of resources; accepts additional responsibilities as required by the demands of service; strives for excellence in performance continually; remains composed while working effectively in stressful situations; uses information technology effectively as a tool and resource; demonstrates substantive and technical knowledge to meet responsibilities and post requirements with excellence; is motivated and demonstrates a capacity to pursue personal development and learn; willing to frequently work beyond normal working hours in order to get the job done. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Teamwork – Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Planning and organizing – Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Education

Advanced university degree (Master's degree or equivalent) in business administration, finance, or related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of seven years of progressively responsible experience in finance, administration, budget, business administration or related area is a requirement. Experience in the use of information technology tools for financial analysis and monitoring of budgets is required. Experience in the use of office software, in particular Excel, Word and PowerPoint, is required. Strong writing skills are a requirement. Demonstrated experience in results-based approaches to budgeting is highly desirable.

ACCOUNTANT

Grade Level : P4

Department: International Fund for Cultural Diversity (IFCD)

Organisation : UNESCO

This position involves a variety of tasks which include the maintenance and validation of various operations with respect to fund accounting, resolution of queries from staff and other units, and the preparation of financial statements.

Responsibilities

Within delegated authority, the Accountant will be responsible for the following duties:

Coordinates and supervises the processing of vendor claims, analyses accounts and reviews/evaluates regular financial reports at Headquarters. Identifies problem transactions and irregularities in related accounts, resolving them in a timely and effective manner.

Ascertains appropriate obligations or expenditure for services, facilities supplies and equipment expenses, as well as those pertaining to personnel, are in accordance with the Financial Regulations and Rules of the UN, relevant appropriations and staffing tables and corresponding approved allotments. Ensures that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained. Assists in the preparation of financial statements for inclusion in the UN Financial Statements to be audited. Responds to internal/external audit observations.. Provides authoritative interpretation of requirements for handling transactions. Coordinates and supervises the processing of vendor claims and of other types of payments.

Defines requirements and works with systems units with respect to implementation of process automation and improvements and production of relevant financial reports and monitoring tools. Participates in the development of accounting policies. Provides information needed to respond to audit findings. Performs other related duties as required.

Competencies

Professionalism: Knowledge of accounting principles, procedures and standards. Ability to apply conceptual, analytical and evaluative skills in accounting operations. Ability to conduct independent research and analysis, identify issues, formulate options and make conclusions and recommendations. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Education

Advanced university degree (Master's degree or equivalent) in business administration, finance, accounting or related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Certification as a Certified Public Accountant (CPA), Chartered Accountant (CA) or equivalent is desirable.

Work Experience

A minimum of five years of progressively responsible professional experience in accounting, finance, budget, administration.

LEGAL OFFICER

Grade Level : P4

Department: International Fund for Cultural Diversity (IFCD)

Organisation : UNESCO

Responsibilities

The Legal Officer will be responsible for the following duties:

- Conduct extensive legal research and analysis and prepare or assist in the preparation of drafts of background papers, studies, reports of the Country Director, comparative analysis, briefs, teaching materials and correspondence dealing with legal and other aspects of IFCD and its implementation.
- Review legal documents, instruments, or other material .
- Assist in servicing meetings resolutions, including the preparation of background materials, summaries of discussions, meeting reports, etc.
- Assist in representing the Organization at meetings, conferences, seminars, etc.
- Respond to requests for information.
- Perform other duties as assigned.

Competencies

Professionalism: Good knowledge of international law ; proficiency in legal drafting skills and ability to draft clearly and well under time pressure; ability to apply sound judgement in the context of assignments given; Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations; takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Planning & Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Education

Advanced university degree (Master's degree or equivalent) in Law, with emphasis on courses in public international law A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of five years of progressively responsible experience in law including legal analysis, research and writing is required. Experience working in an international organization is desirable

How to apply:

Candidates must submit the following, indicating relevant experience:

- Curriculum vitae;
- Brief cover letter indicating interest in the position.

Please submit the above by email to careers@ifcd-unesco.org Incomplete or tardy applications will not be considered. Only shortlisted candidates will be contacted.

DEADLINE : Open till when filled.

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Human Resources Unit

International Fund for Cultural Diversity (IFCD),

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New York, NY 10017,

United States