

# Junior Professional Officers (JPO) Programme

## Terms of Reference

### GENERAL INFORMATION

<b>Title:</b>	JPO for Sector for Priority Africa and External Relations
<b>Organizational Unit:</b>	Division for Priority Africa Coordination (PAX/AFR)
<b>Location:</b>	Paris, France

### BACKGROUND INFORMATION

Division for Priority Africa Coordination is mandated to:

- ❖ Coordinate UNESCO's cooperation with African Member States, African IGOs and NGOs, as well as with bilateral partners and multilateral institutions
- ❖ Ensure cooperation with the programme sectors and field offices for the coordination and monitoring of the implementation of the operational strategy for Priority Africa
- ❖ Contribute to the function of UNESCO's laboratory of ideas through contextual analysis and foresight.
- ❖ Carry out communication activities for the visibility of UNESCO's action in Africa

The work of the Division is guided by UNESCO's Operational Strategy for Priority Africa (2022-2029), which is Governing Bodies' decisions and in alignment with both the sustainable development goals of Agenda 2030 and the objectives defined by the African Union in Agenda 2063.

### SUPERVISION

**Direct supervision by:** The JPO will be under the overall authority of the Director of the priority Africa Coordination. The JPO will be guided and supervised as follows:

- ❖ A quarterly work-plan will be prepared and evaluated
- ❖ The JPO will consult the immediate supervisor on a weekly basis to evaluate the activities and discuss general and specific issues
- ❖ A monthly meeting will be organized to review the work and progress

### DUTIES AND RESPONSIBILITIES

Under the overall authority of the Assistant Director-General for Priority Africa and External Relations, guidance and the immediate supervision of the Director, Division for Priority Africa Coordination (PAX/AFR), the incumbent will assist the Director (PAX/AFR) in the overall coordination of Private Sector partnerships benefitting African Member States. Specifically, s/he will undertake the following tasks and responsibilities:

- ❖ Provide necessary backstopping to activities and programmes funded by extra budgetary funding mobilized by Priority Africa in favour of African countries and implemented at field level in close collaboration with the related related UNESCO Field Offices, Régional Bureaux and relevant UNESCO Institutes;
- ❖ Contribute to policy analysis and support to staff in African Field Offices, respectively on programme development, development of tools and resources, and sharing of best practices related to programmatic areas benefitting African countries;
- ❖ Monitor, report and capitalize on programme and project activities and support field officers in their monitoring and reporting on related activities;

- ❖ Organize national, sub-regional and regional events and provide technical support to the UNESCO team working on the related projects and events;
- ❖ \*Assist in the monitoring of funding opportunities and potential partners, including playing an active role in project proposal development, submission and follow-up thereof and maintaining working relations with stakeholders and partners.
- ❖ Undertake any other duties whenever necessary to provide support to other units/desks responsible for relations with Member States worldwide.

## REQUIRED QUALIFICATIONS

**Education:** Advanced university degree in social and political sciences, international relations, development studies. African studies or knowledge of the African ecosystem will be an added asset.

### Work experience

- ❖ Experience in the field of programme/activity planning, management, monitoring and evaluation.
- ❖ Experience in working with Member States, preferably African Member States and/or African Regional Organizations.
- ❖ Experience in resource mobilization and maintaining international relations and preferably African Member states.

### Competencies and skills:

- ❖ Ability to work in a multicultural and multi-ethnic environment with respect for diversity
- ❖ Excellent communication and drafting skills
- ❖ Excellent computer skills Word; PowerPoint; Excel; Simplify; Navigator etc.
- ❖ Ability to build and sustain effective partnerships inside and outside of the Organization
- ❖ Knowledge of UNESCO's programmes will be an asset
- ❖ Good knowledge of the African continent would be an asset

**Languages:** Excellent knowledge of English, knowledge of French will be an asset.

## LEARNING ELEMENTS

The JPO will promote and raise awareness on Priority Africa within the Secretariat and with other stakeholders. JPO will be entrusted with project development, monitoring of and reporting on projects funded by extra budgetary resources mobilized by the Division and decentralized to Field Offices in Africa for their implementation.

The activities the JPO will have an interdisciplinary character and include the following learning elements:

- Opportunity to contribute in the development of the Operational Strategy for Priority Africa (2022-2029) and participatory methods for the inclusion of Priority Africa in policy development processes and programmes, including guidelines and toolkits where appropriate;
- Networking using a range of tools including traditional, face to face and social media,
- Capacity development for innovation, flexibility and ability to capture and distill good practices and lessons learned;
- Continuous updating of institutional knowledge through active participation in the documentation and sharing of lessons learned and good practices.