

Post Title	ALD - National Professional Officer (culture project antenna)
Project	MDF-F Joint Programme “Heritage for Social and Economic Development”
Duty Station	Tirana, Albania
Duration of Assignment	1 year (with a possibility of extension for another year)
Deadline for applications:	14 November 2008
Type of contract:	ALD
Post Level:	NOA
Probation Period:	3 months
Scope of the assignment	<p>Under the overall authority of the Director of the UNESCO Office in Venice (BRESCE) and under the direct supervision of the relevant UNESCO’s Programme Specialist/Officer, the incumbent will be responsible for the direct, day-to-day implementation of activities for which UNESCO is responsible.</p> <p>The incumbent will assist in the implementation of the activities, which includes personnel, subcontracts, training, equipment, administrative support and financial reporting keeping the Director of the UNESCO Office in Venice and the UNESCO’s Programme Specialist/Officer nominated by the Director aware of all relevant factors which could impact the implementation of programme activities.</p>
Tasks and Responsibilities	<p>The specific responsibilities of the incumbent will be to:</p> <ol style="list-style-type: none"> 1. Assist in the preparation of project and activity work plans, and submit these to the UNESCO’s Programme Specialist/Officer, nominated by the Director for clearance and facilitate their implementation in conformity with the provisions of the projects documents. 2. Assist the UNESCO’s Programme Specialist/Officer during review meetings, evaluations and in discussions. 3. Assist in preparation and submission of required reports, including technical, financial, and study tour/fellowship reports; 4. Assist with the monitoring and evaluation of the assigned programmes, in particular: provide monthly updates on the implementation status of the programmes and problems, if any; 5. Assist in liaising with national and international partners; 6. Assist in administrative and financial management; 7. Provides professional advice based upon his/her specific area of expertise that is relevant to the project activities’ goals and objectives.

8. Perform others coordinating tasks as appropriate for the successful implementation of the projects in accordance with the projects document.
9. Perform any other tasks as deemed appropriate for the successful implementation of the UNESCO's activities by the Director of the UNESCO Office in Venice and the UNESCO's Senior Programme Specialist.

Accountability	The incumbent will report to Director of the UNESCO Office in Venice and the UNESCO's Programme Specialist/Officer, nominated by the Director. He/she will work in close cooperation with the UNDP National Project Manager; close cooperation and communication will also be required with the International Programme Coordinator for Culture and Development, as well as with other support staff assigned to this joint programme.
Profile	<p>Citizenship of Albania (The post is not open to international staff, even resident in the country).</p> <p>University degree in a field relevant to the joint programme outcomes, such as cultural policy, museums and cultural heritage management, architecture / engineering, archaeology, capacity building and/or national development;</p> <p>2 years experience in providing management services, setting up, implementing, monitoring and evaluating development programmes and establishing inter-relationships among international organization and national governments in the area of UNESCO activities especially in culture and development, and capacity building;</p> <p>Experience in UN system (especially UNESCO) is going to be considered as strong asset;</p> <p>Strong oral and written communication skills;</p> <p>Good organizational and analytical skills, ability to work in multi-cultural environments and should be a team player;</p> <p>A high level of proficiency in verbal and written English;</p> <p>Good level of computer skills (MS Word, MS Excel, MS PowerPoint);</p>
Conditions of employment	UNESCO's salaries are calculated in US dollars but mainly paid in local currency. For this post the annual remuneration is exempt from income tax. In addition UNESCO offers an attractive benefits package including 30 days annual vacation, pension plan and medical insurance. The initial appointment is for 1 year, including a probation period of 3 months, and it is renewable, subject to satisfactory service.
How to apply	<p>Electronically, by sending application and candidate CV (using UNESCO CV available in the UNESCO Venice Office web, to veniceoffice-dir@unesco.org copy to m.de-faveri@unesco.org).</p> <p>Applications shall be accompanied by Letter of Motivation that shall not exceed 2 pages.</p> <p>UNESCO is a non-smoking Organization.</p>