

Post Title: ALD - NATIONAL PROFESSIONAL OFFICER (CULTURE PROJECT ANTENNA)

Programme: Alliance for Cultural Tourism (ACT) in Eastern Anatolia – MDG-F 1792

Duty station: Ankara, Turkey

Duration of Assignment: 1 year (with a possibility of extension for another year). The post is of a temporary nature, as it will be phased out upon completion of the Programme concerned.

Deadline for applications: 14 November 2008

Type of Contract: ALD

Post Level: NOA

Probation period: 3 months

Scope of the assignment The incumbent under the responsibility and supervision of the Director of the UNESCO Office in Venice (BRESCE) and/or under the supervision of UNESCO's Programme Specialist/Officer nominated by the Director, will be responsible for the direct, day-to-day implementation of activities in the field of competence of UNESCO, ensure their swift, effective, and efficient implementation.

The incumbent will assist in the realization of all UNESCO's Programme tasks in Turkey, hereby supporting the selection and contracting of consultants, experts and contractors, the management of subcontracts and consultancy contracts, the day-to-day liaison with other project partners and stakeholders, the execution of training activities, the purchase of equipment, as well as the support administration and financial reporting of the MDG-F project. In so doing, the incumbent will keep the Director of the UNESCO-BRESCE and the UNESCO Programme Specialist/Officer nominated by the Director, informed of all relevant factors which could impact the implementation of the Programme activities.

Tasks and Responsibilities The specific responsibilities of the incumbent will be to:

1. Assist in the preparation of project and activity work plans within the MDG-F project, and submit these to the Director/Project Officer BRESCE for clearance, and facilitate their implementation in conformity with the provisions of the Programme documents;
2. Assist the Director/Project Officer of BRESCE, as well as other relevant UNESCO staff as needed, during review meetings, evaluations and discussions;
3. Assist in the execution of UNESCO Programme activities on the field, and ensure their swift, effective and efficient implementation;

4. Support the experts and consultants contracted for implementation of UNESCO Programme activities during their missions to Turkey;
5. Organize training activities and seminars as requested by UNESCO Programme tasks;
6. Assist in preparation and submission of Programme reports as requested, including financial reports, and evaluation of consultants and experts;
7. Assist in monitoring and evaluation of UNESCO Programme tasks, and in particular: provide monthly updates on the implementation status of the UNESCO Programme activities, including risk-assessment and monitoring, as well as the indication of suggested courses of action as needed;
8. Assist in liaising with partners and stakeholders at national and local level;
9. Assist in administrative and financial management of UNESCO Programme activities;
10. Provides professional advice based upon his/her specific area of expertise that is relevant to the Programme activities' goals and objectives;
11. Perform others tasks as appropriate for the successful implementation of the Programme in accordance with the projects document;

Accountability

The incumbent will work under the responsibility and supervision of the Director of the UNESCO Office in Venice and the UNESCO's Programme Specialist/Officer, nominated by the Director, in line with the decentralized nature and modality of the Programme. She/he will report to the Director of the UNESCO Office in Venice and the UNESCO's Programme Specialist/Officer, nominated by the Director.

She/he will work in cooperation with the Programme Management Committee, the Programme Manager, the Site Manager and the UN Joint Programme Office, as well as with the relevant offices of the Ministry of Culture and Tourism of Turkey, with special reference to UNESCO's primary Programme partners: the General Directorate of Cultural Heritage and Museums, and the General Directorate of Research and Training.

Cooperation and communication will also be required with other support staff assigned to this joint Programme.

Profile

Turkish Nationality (The post is not open to international staff, even resident in the country).

University degree in a field relevant to the joint Programme

outcomes and activities, such as cultural policy, cultural tourism, cultural heritage promotion and management, public administration, architecture, civil engineering, archaeology;

Minimum 2 years of relevant professional experience in providing management services, hands-on experience, monitoring and evaluation of development projects and establishing inter-relationships among international organization and national governments, preferably in the field of cultural heritage and cultural tourism;

Professional experience with the UN system; especially UNESCO is an asset

Language requirements: Fluency in English and Turkish. Experience in the usage of computers and office software packages, experience in handling of web based management systems.

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 2 years; including a probation period of 3 months, and it is renewable subject to satisfactory service.

How to apply

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. Applications shall be accompanied by Letter of Motivation that shall not exceed 2 pages
UNESCO is a non-smoking Organization.