

CONDITIONS OF SERVICE

Main duties and responsibilities:

Under the authority of the Director of UNESCO Montevideo Office and the immediate supervisor of the Culture Programme Specialist, the incumbent will give support to MDG-F Joint Programme ¹ retained under the Thematic Window on Culture and Development approved by UNDP/Spain MDG Achievement Fund through the following functions:

1. Assist in the implementation of the project “Strengthening Culture Industries and improving access to cultural goods and services in Uruguay” mainly by:
 - a) preparing of documents and reports,
 - b) participating in meetings with the other UN Agencies involved and national counterparts,
 - c) coordinating the administrative management under UNESCO procedures.
2. Contribute to the inclusion of Culture programme in UNDAF processes.
3. Assist the Culture Programme Specialist to link the Regular Programme on Cultural Industries activities with the MDG-F Joint Programme
4. Any other duty related to UNESCO CLT Programme or assigned by the Director of Montevideo Office.

Minimum qualifications:

Advanced University degree in specialized fields of culture or social sciences or commensurate relevant professional experience.

Professional experience and at least 5 years in international cooperation.

Familiarity with the political and cultural context of Mercosur subregion.

Application of office automation tools, and software provided by UNESCO, building and maintaining data bases, INTERNET application.

Good level of English.

¹ This project is aimed at strengthening the cultural industries of Uruguay and improving the accessibility of cultural goods and services to its citizens. The project will contribute to the achievement of the MDGs in general, and in particular: eradicating poverty and hunger, promoting gender equality and the empowerment of women and developing a global association for development.

The project will have a direct impact on the four national priorities, as defined under the UNDAF: sustained and sustainable growth of the Uruguayan economy, poverty reduction, the reduction of inequality and the promotion of human rights, strengthening democracy while increasing civil, political and social citizenship.

Duration of appointment

Appointment shall be for a minimum initial period of 6 months, extended for a continuous period not exceeding 3 years subject to renewal. There will be a probationary period of probation of 3 months.

Medical clearance

Medical clearance is required for all candidates prior to appointment.

Remuneration

Nominal salary: \$UY 75,000 per month.