

<b>Title:</b>	Project and Partnership Management Associate
<b>Post number:</b>	BEJ/OPS/2024/008
<b>Type of Contract:</b>	Service Contract
<b>Grade:</b>	SC 7
<b>Organizational Unit:</b>	UNESCO Regional Office for East Asia (UB Antenna)
<b>Primary Location:</b>	Ulaanbaatar, Mongolia
<b>Recruitment open to:</b>	Only Mongolian nationals resident in Mongolia may apply
<b>Duration of the Contract:</b>	12 months, with the possibility of extension
<b>Deadline (<i>midnight, local time</i>):</b>	29 May 2024

## OVERVIEW OF THE FUNCTIONS OF THE POST

### Project Background:

UNESCO Multisectoral Regional Office for East Asia (UNESCO Beijing) was established in 1984 with a new Antenna Office designated in Ulaanbaatar, Mongolia in December 2024. The "Promoting Sustainable Tourism in Mongolia through UNESCO Cultural and Geo Heritage" project aims to leverage Mongolia's unique geo heritage and cultural landscapes to boost sustainable tourism and local development. It is supported by Rio Tinto Mongolia.

The project pursues a two-pronged approach:

**Cultural Heritage:** Integrate the country's rich and diverse cultural resources as a driving force for sustainable tourism. This involves developing innovative cultural products and services, fostering strong engagement with local communities, and ensuring the protection of cultural heritage sites.

**Geo Heritage:** Map, study, and promote geological sites across Mongolia, integrating them into sustainable tourism circuits. This includes collaboration with local communities, scientists, and tourism stakeholders to promote the conservation and sustainable management of these natural resources.

### Description of Responsibilities:

Under the authority of the Director, UNESCO Regional Office for East Asia, with guidance from the Operations Manager working in collaboration with Programme Specialists for Culture and for Natural Sciences, the incumbent shall carry out the following duties and responsibilities:

#### 1. Project Management and Coordination:

- Provide targeted support to the overall coordination of project implementation. He/She will play a crucial role in ensuring the project's success by coordinating and fostering collaboration with all stakeholders.
- Monitor and implement the project work plan, ensuring alignment with the project, UNESCO's cultural and natural heritage objectives and Mongolia's sustainable tourism development goals.
- Oversee the development and implementation of strategies for integrating cultural and geological sites into sustainable tourism circuits.

- Coordinate and collaborate with a wide range of stakeholders, including local communities, government agencies, scientists, tourism operators, NGOs, the Mongolian National Commission for UNESCO, and the donor.
- Work closely with colleagues at the UNESCO Antenna Office in Ulaanbaatar, especially the Project Assistants for Culture and for Natural Sciences, and provide support as needed.
- Monitor and track the implementation of the project in line with approved project budgets and milestones together with responsible Programme Specialists and ensure timely and efficient resource allocation.
- Monitor project progress and address any operational or programmatic challenges and risks proactively.

## **2. Partnership Engagement:**

- Maintain and strengthen existing partnerships with the partner and other stakeholders.
- Develop compelling reports and impactful presentations for project activities and milestones.
- Plan and document all engagement with stakeholders, ensuring proactive information sharing and encouraging timely and active participation for all activities and engagement processes.
- Provide periodic impactful human-interest partner updates outside the agreed reporting schedule as required, to demonstrate verifiable project progress.
- Act as the focal point to respond to any ad-hoc queries coming from decentralized representatives of partners in close collaboration with Director, Operations Manager and sector Programme Specialists.
- Monitor scheduled and periodic reporting schedules under partnership agreements and ensure timely, evidence-based, quality submissions as cleared through the Director and sector Programme Specialists.

## **3. Community Engagement and Communication:**

- Develop and implement communication strategies to promote the project and its achievements to stakeholders and the public.
  - Provide targeted and coordinated support for cross-cutting community engagement activities involving all stakeholders.
  - Plan, document, and ensure proactive information sharing for all activities and engagement processes.
  - Assist in preparing reports, communications, and correspondence (including translation and interpretation) on project progress, including cultural, geo heritage components and partnership developments.
  - Contribute to the production of quality information materials for public awareness campaigns and other information gathered from various verified sources in the community, media and stakeholders.
  - Assist in organizing events, seminars, workshops, and community training to support project implementation.
  - Coordinate media interview requests through the Director's Office in Beijing.
4. Undertake any other assignments requested by the Director providing full day-to-day support and proactive project coordination for associated activities in Mongolia.

## **REQUIRED QUALIFICATIONS**

### **EDUCATION**

- Advanced University degree (Masters level) in communications, business administration, public relations management, public information, development studies, international relations, project management, marketing and similar specialties

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### **WORK EXPERIENCE**

- A minimum of 8 years of experience in the areas of project management, partnerships coordination, communication, administration or project implementation.

### **SKILLS/COMPETENCIES**

- Advanced proficiency in MS Office applications (Word, Excel, PowerPoint, Outlook, Sharepoint, Teams);
- Demonstrating/safeguarding ethics and integrity;
- Demonstrating corporate knowledge and sound judgment;
- Self-development, initiative-taking;
- Facilitating and encouraging open communication in the team, communicating effectively;
- Managing conflict;
- Capacity to work in a team as well as independently;
- Operates in compliance with UNESCO's rules and regulations.

### **LANGUAGES**

- Excellent knowledge of English and Mongolian (oral and written).

## **BENEFITS AND ENTITLEMENTS**

Benefits include: 2.5 days of leave per month, up to 15% of the basic salary with proof of enrolment in a medical insurance and pension plan.

Please note that UNESCO is a non-smoking Organization.

**A WRITTEN ASSESSMENT MAY BE USED IN THE EVALUATION OF CANDIDATES.**

## **HOW TO APPLY**

Interested candidates should submit their application letter and CV in English to UNESCO Beijing office [jobvacancy@unesco.org](mailto:jobvacancy@unesco.org) using UNESCO CV form available on this link: <https://share.weiyun.com/cDXHbNEw>. The deadline is 29 May 2024 at midnight (Beijing time).

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