

Title:	Project Assistant
Post number:	BEJ/ADM/2024/004
Type of Contract:	Service Contract
Grade:	SC5
Organizational Unit:	UNESCO Regional Office for East Asia (UB Antenna - CLT)
Primary Location:	Ulaanbaatar, Mongolia
Recruitment open to:	Only locally resident Mongolian candidates may apply for this post
Duration of the Contract:	12 months, with the possibility of extension
Deadline (<i>midnight, local time</i>):	22 April 2024

OVERVIEW OF THE FUNCTIONS OF THE POST

Project Summary:

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. Focused on the cultural heritage aspect, the project endeavours to integrate the country's rich and diverse cultural resources as driving forces for sustainable tourism, through the development of innovative cultural products and services and strong engagement with local communities. Within this framework, the incumbent, as a project assistant for this project, will provide targeted support on cultural heritage related activities. The incumbent will also provide general support to UNESCO cultural activities implemented in Mongolia.

Description of Responsibilities:

Under the authority of the Director of the UNESCO Regional Office for East Asia and the direct supervision of the Programme Specialist for Culture, the incumbent shall provide administrative and secretarial assistance, and carry out the following duties and responsibilities:

1. Project Support for Cultural Heritage component:
 - Facilitate the implementation, monitoring, and evaluation of cultural heritage related project components.
 - Support scientific collaborations, data collection, and analysis pertinent to Mongolia's cultural heritage.
2. Administrative and Logistical Support:
 - Provide administrative support specifically for cultural heritage activities, including budget oversight and logistical planning for field missions.
 - Coordinate with project partners on cultural heritage initiatives.
3. Event and Workshop Organization:
 - Assist in the organization of geosciences workshops, seminars, and conferences, including material preparation and participant liaison.
 - Ensure proactive monitoring and evaluation, budget monitoring and updating of databases within the framework of UNESCO's project.
4. Communication and Reporting:
 - Assist in preparing and monitoring contracts and payments, communicating and following up with project partners, and overseeing the work of interns to ensure the smooth implementation of project activities and related contracts.
 - Contribute to the dissemination of findings and updates related to the cultural heritage component of the project.
 - Prepare reports on the progress and outcomes of cultural heritage activities.

5. Assist in maintaining communication with UNESCO National Commissions, line ministries, UN agencies, development agencies, partners and associated project organisations in Mongolia.
6. Undertake any other assignments requested by the Director or the Programme Specialist.

REQUIRED QUALIFICATIONS

EDUCATION

- Specialized training/certification in Administration, Management, Public Relations, International Relations Languages and/or a discipline in Culture.

WORK EXPERIENCE

- A minimum of 5 years of relevant job experience.
- Experience in the area of project management, coordination and implementation.

SKILLS/COMPETENCIES

- Advanced proficiency in MS Office applications (Word, Excel, PowerPoint, Outlook, Sharepoint);
- Demonstrating/safeguarding ethics and integrity;
- Demonstrate corporate knowledge and sound judgment;
- Self-development, initiative-taking;
- Facilitating and encouraging open communication in the team, communicating effectively;
- Creating synergies through self-control;
- 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).

DESIRABLE QUALIFICATIONS

EDUCATION

- University degree, secondary, technical and/or vocational training in culture related subjects such as cultural heritage management, museum studies, archeology, anthropology, etc.

WORK EXPERIENCE

- Of the 5 years relevant experience, at least 2 years working experience in the area of international organizations or diplomatic bodies;
- Relevant professional experience in project administration as well as communication with partners.

SKILLS/COMPETENCIES

- Knowledge of UNESCO administrative guidelines and enterprise resource planning (ERP) tools [iRIS (SAP), CORE (Salesforce), DUO, etc.].

BENEFITS AND ENTITLEMENTS

Benefits include: 2.5 days of leave per month, up to 15% of the basic salary for 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.

UNESCO is committed to promote geographical distribution and gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply, as well as nationals from non- and under-represented Member States. Persons with disabilities are equally encouraged to apply.

UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.

HOW TO APPLY

Interested candidates should submit their application letter and CV in English to UNESCO Beijing office jobvacancy@unesco.org using UNESCO CV form available on this link: <https://share.weiyun.com/yQVrnA1D>. The deadline is 22 April 2024 at midnight (local time).

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