



## **JOB ADVERT FOR SHORT TERM CONSULTANT**

**Position:** Consultant for the Culture Sector

**Contract Type:** Consultancy

**Duty Station:** Windhoek, Namibia

**Duration:** 2 months with possibility of extension based on availability of funds and performance

### **Description:**

The mission of the Culture Sector of UNESCO is to protect and safeguard the world's cultural and natural heritage, and to support the development of the creative and cultural industries, and in so doing address the challenges of our time, including climate change, poverty, inequalities, the digital divide, and ever more complex emergencies and conflicts. UNESCO is convinced that no development can be sustainable without a strong culture component. Indeed, only a human-centred approach to development based on mutual respect and open dialogue among cultures can lead to lasting peace. Activities developed and implemented in Namibia by UNESCO adhere to these principles.

### **Job Roles and Responsibilities**

Under the direct supervision of the National Programme Officer for Culture, and the overall leadership of the Head of Office and UNESCO Representative to Namibia, the main tasks and responsibilities for the consultant include:

1. Provide support and assistance in planning and organising meetings, implementing, evaluating and reporting on the activities of the Culture Sector in Namibia.
2. Assist in maintaining good relationships and cooperation with partners and colleagues nationally and regionally, including local and international arts and culture organizations, private sector organizations, and community members.
3. Provide technical and administrative support to partners in relation to implementing UNESCO supported programs and projects;
4. Prepare draft correspondence and reports related to the Culture Sector work in Namibia, including preparation of project proposals, work plans, and strategy documents.
5. Conduct research to support programme and project activities;
6. Prepare project financial statements and manage project budgets, monitoring expenditures against established allocations.
7. Draft information to be included on UNESCO's website, newsletter, and annual report articles for the visibility of culture activities;
8. Attend meetings and provide support to the UN Programme Coordination Groups as needed, participate in sector working groups and other relevant technical working groups and ensure follow-up and report thereon.

## Required Qualifications

### Education:

- Advanced university degree (Master's or equivalent) in the field of Culture, Development studies, Social and Human Sciences, or other, culture related equivalent qualification.

### Work Experience:

- At least three years of relevant work experience the field of culture.
- Experience acquired in the agencies of the UN system will be considered as an advantage.

### Skills and Competencies

- Familiarity or ability to quickly learn of UNESCO relevant procedures;
- Technical writing skills on issues related to culture activities;
- Very good organizational skills and ability of multitasking;
- Strong analytical and communication skills,
- Ability to multi-task, prioritize and deliver to deadlines, as well as work under pressure.
- Good IT skills, including knowledge of MS software (Word, Excel etc.).
- Ability to work as part of a team and to take initiatives to provide quality and timely support and services.
- Flexibility to adjust work schedules and priorities.

### Language skills:

- Fluency (oral and written) skills in English.

## Submission of Application:

Qualified and interested individuals are invited to submit their application by mail to the following email address [ao.windhoek@unesco.org](mailto:ao.windhoek@unesco.org), or hand delivered to the Administrative Officer, UNESCO, 1<sup>st</sup> floor UN House, 38-44 Stein Street, Klein Windhoek, Namibia. The application should include a cover letter, CV, copies of academic qualification and any two listed reference letters, by close of business no later than Thursday 9 November 2023.

Late applications will not be considered.