

**Title:** Programme Assistant Culture

**Grade:** SB2

**Organizational Unit:** UNESCO Harare

**Type of contract:** Service Contract

**Duration of contract :** One Year with the possibility of extension

## OVERVIEW OF THE FUNCTIONS OF THE POST

The United Nations Educational, Scientific and Cultural Organization (UNESCO) is seeking applications from competent incumbents for the position of Receptionist in Harare.

Under the authority of the Regional Representative and Director of the UNESCO Regional Office for Southern Africa, and direct supervision of the Regional Advisor for Culture in Southern Africa, the incumbent supports the effective and efficient implementation of the regional office strategies and work by being responsible for the following obligations and duties,

- Assist in the implementation of the activities under the Regular Programme by providing clerical, secretarial, administrative and logistical support to the Programme Specialist for Culture, including the drafting of correspondence, preparing the minutes of meetings, as well as preparation of monitoring and evaluation reports on project activities.
- Assist in monitoring, recording and following up on the Culture Programme sector's administrative and programme budget as well as facilitating day to day tasks including responding to correspondence and queries, organising meetings, making transport, visa, travel and accommodation arrangements.
- Assist in the implementation of the activities related to the Intangible Heritage and Museums related projects, funded under various budget sources, by providing clerical, secretarial, administrative and logistical support as well as participating in the management, preparation of monitoring and evaluation reports on these activities.

## REQUIRED QUALIFICATIONS

### EDUCATION

- College education; preferably followed by secretarial training and/or culture related equivalent experience; good general culture;

### WORK EXPERIENCE

- At least three years of relevant work experience;
- Ability to handle a high volume of work and function in a fast-paced environment.

### SKILLS/COMPETENCIES

- Willingness to work independently
- Experience acquired in the agencies of the UN system will be considered as an advantage.
- Proven ability to work in a multicultural environment
- Good IT skills, particularly with respect to the internet, Word Processing, Excel, Power Point, etc

### Languages

- Fluency in English. Fluency in other local languages would be an added advantage

## HOW TO APPLY

To apply, please send your application letter, personal CV and UNESCO CV format which can be accessed from <http://www.unesco.org/new/en/harare/home/>, in English making reference to post- Culture Assistant ROSA, including contact details of 3 referees: By email: [vacancies.harare@unesco.org](mailto:vacancies.harare@unesco.org)

Or By hand or delivery post:

UNESCO Regional Office for Southern Africa  
**Programme Assistant -CLT ROSA**  
8 Kenilworth Road  
Newlands, Harare

Applications are to reach UNESCO no later than 28 January, 2018 (**Midnight**, Harare time).

Only Zimbabwean Nationals are eligible to apply for this position.

***UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.  
UNESCO IS A NON-SMOKING ORGANIZATION***

**A PRACTICAL TEST MAY BE USED IN THE EVALUATION OF CANDIDATES. PLEASE NOTE THAT ONLY  
PRE-SELECTED CANDIDATES WILL BE CONTACTED.**