<table>
<thead>
<tr>
<th><strong>Title:</strong></th>
<th>Associate Program Manager</th>
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<tbody>
<tr>
<td><strong>Domain:</strong></td>
<td>Culture</td>
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<tr>
<td><strong>Grade:</strong></td>
<td>P2</td>
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<tr>
<td><strong>Organizational Unit:</strong></td>
<td>Kabul, Afghanistan (Non-family duty station)</td>
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<td><strong>Duration of the Contract:</strong></td>
<td>Two Years</td>
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<td><strong>Primary Location:</strong></td>
<td>Kabul</td>
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<td><strong>Type of contract:</strong></td>
<td>Project Appointment (PA)</td>
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<tr>
<td><strong>Post number:</strong></td>
<td>KAB/17/CLT/VA/01</td>
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<td><strong>Deadline (midnight, Kabul time):</strong></td>
<td>22 May 2017</td>
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<tr>
<td><strong>Application to be sent to:</strong></td>
<td><a href="mailto:k.human-resource@unesco.org">k.human-resource@unesco.org</a></td>
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**OVERVIEW OF THE FUNCTIONS OF THE POST**

I. Background

On May 25th 2016, the Ministry of Finance of the Islamic Republic of Afghanistan and UNESCO signed a partnership agreement to develop the culture and creative industries in Afghanistan through a newly-established Multi-Partner Trust Fund.

Recognizing the power of culture as a driver of social and economic development, this long-term initiative is established to support the National Program for Culture and Creative Economy (NPCE). The program prioritizes culture in the country's policies and strategies to create jobs and improve livelihoods and exports. It seeks to harness cultural heritage and industries among Afghanistan's core resources globally. It will focus on three priorities: (i) the safeguarding of cultural heritage, (ii) the development of a network of cultural centres across the country to foster heritage education and (iii) the promotion of creative industry for employability and job creation.

The NPCE closely adheres to the Government of Afghanistan’s National Peace and Development Framework (ANPDF) for 2017 – 2021, which states, in the chapter dedicated to Social Capital and Nation Building that the country must use “its rich cultural heritage to build a national identity and sense of citizenship that rises above local enmities and perceived differences”. The NPCE covers eight thematic areas, which were prepared based on the TOR of the program and in close cooperation with the Afghan Government. These thematic areas are:

1. The Right to Culture
2. Better Higher Education for Culture and Creative Industries
3. Afghanistan Translation Movement
4. Legal Framework and Policies for Culture, Creative Industries and the Protection of Cultural Heritage
5. Safeguarding of the Cultural Heritage of Afghanistan
6. Architecture for Public Spaces
7. Afghanistan Cultural Centres Network
8. Afghanistan Creative Cities Network

In line with UNESCO Culture Sector Main Line of Action 1 and 2, the Associate Program Manager shall: Assist the Head of Program to coordinate, manage and implement all aspects of the thematic areas related to the Right to Culture, Afghanistan Culture Centres network and Afghanistan Creative Cities Network. The incumbent’s main responsibilities will include: assist the Head of Program and/or other members of the management team in establishing/managing and monitoring contracts with multiple consultants/contractors; facilitate the collaboration and communication between the management team and all relevant government and non-government stakeholders; assist in preparing project proposals and in liaising with potential donors to implement thematic areas 1, 7 and 8; facilitate the organization of events and meetings throughout the course of the programme, as required.
II. Duties and requirements

Under the overall authority of the Director of the Office, and direct supervision of the Head of NPCE Program, the core activities of the incumbent will be to assist the management team in the implementation of the thematic areas related to the Right for Culture, the Afghanistan Culture Centers network and the Afghanistan Creative Cities Network which include but it is not limited to:

- Assist the Head of NPCE Program to establish, manage and monitor contracts and relationships with multiple implementing partners covering the range of expertise required to successfully implement the program and in respect of the rules and regulations of the Organization, and specifically with regards to the thematic areas related to the Right to Culture, the Afghan Cultural Centre Network and the Afghanistan Creative Cities Network;
- Assist the Head of NPCE Program to plan and coordinate all activities relating to the implementation of the Bamiyan Cultural Centre project according to the established work plan;
- Undertake missions to Bamiyan, Herat or elsewhere in Afghanistan as necessary and requested for the program implementation;
- Assist the Head of NPCE program in organizing stakeholder meetings and capacity-building workshops in Bamiyan and Kabul concerning cultural and creative economy;
- Assist in the organization of events and represent the Kabul Office / UNESCO appropriately and as required to enhance awareness raising and project visibility both inside and outside Afghanistan;
- Liaise and facilitate consultation between the relevant government authorities in Kabul and Bamiyan, NGOs, private companies and local community stakeholders as required and necessary;
- Facilitate information sharing amongst stakeholders and representation of UNESCO projects in Bamiyan with government, the local community, NGOs and the donor in the course of project reporting and implementation by organizing steering committee and stakeholder meetings and through UNESCO publications;
- Advise the Afghan authorities on the enhancement of cultural and creative economy throughout the country and specifically in Bamiyan, as additional contribution to the Bamiyan Cultural Center;
- Assist the Office with the development of new projects/programs and liaising with existing and potential donors to culture sector in Afghanistan.

REQUIRED QUALIFICATIONS

EDUCATION

Academic qualifications: a Master’s Degree equivalent in social or human sciences, international relations or international development. A BA degree shall be complemented with an additional two years of relevant experience.

WORK EXPERIENCE

Years of relevant work experience: 3 years’ work experience at the international level in the heritage sector or related fields, preferably with at least 1-2 years’ experience in Afghanistan or post-conflict / post disaster contexts and / or 1-2 years’ previous experience working on / with a UNESCO culture project in a relevant context.

SKILLS/COMPETENCIES

Core Competencies: Integrity, Commitment, Building and maintaining partnerships, Teamwork, Communication, Creativity and Innovation, Results Based Management and Results Based Budgeting.

Other Competencies: Knowledge of UNESCOs mission, C/4 and C/5 strategies, ability to work in a multi-disciplinary team, prioritize and take responsibility for follow-up on instructions / decisions taken and expected project outcomes according to the program document.

LANGUAGES

Fluency in both written and oral English is a requirement. Knowledge of Dari would be an asset.

Benefits and Entitlements

UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.
UNESCO’s salaries are calculated in US dollars and exempt from income tax. They consist of a basic salary and a post adjustment which reflects the cost of living in a particular duty station and exchange rates.

Other benefits include 30 days annual leave, family allowance, home travel, education grant for dependent children, pension plan and medical insurance.

**HOW TO APPLY**

To apply, please send your cover letter, UNESCO CV (CV Form to be used) and the CV in your own format in English to k.human-resource@unesco.org before 22 May 2017.

Please note that UNESCO is a non-smoking Organization.

Please note that only pre-selected candidates will be contacted.