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## **MLPP 2023\_LIAISON OFFICER (ASIA & THE PACIFIC)**

Post Number : MLPP 2023\_PAX 304

Grade : P-3

Parent Sector : Priority Africa and External Relations Sector (PAX)

Duty Station: Paris

Job Family: External Relations

Type of contract : Fixed Term

Duration of contract : 2 years, renewable

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 31-OCT-2023

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity,  
Professionalism

**This position is part of the Mid-Level Professionals Programme (MLPP).  
We strongly encourage applicants from non- and under-represented Member  
States to apply.**

## OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Assistant Director-General for Priority Africa and External Relations (ADG/PAX), the Director of the Division for External Division (PAX/DRX) and the Chief of the Section for Relations with Member States (PAX/DRX/RMS), and the direct supervision of the Head of the Asia and the Pacific Unit, the Liaison Officer shall contribute to strengthening UNESCO's cooperation with Member States, as well as regional and sub-regional organizations in the Asia and the Pacific region.

In particular, the Liaison Officer will:

- Establish and maintain close working relationship with representatives of Member States of the Asia and the Pacific region, notably with Permanent Delegates, Representatives on the Executive Board and Officials of National Commissions. Provide reliable information on bilateral cooperation between UNESCO and these Member States; and provides Member States with assistance and advice regarding the visits of their high-level officials to UNESCO and their meetings with the Director-General and/or his/her deputies.
- Participate in the organization of meetings between the Director-General and the representatives of Member States by:
  - Facilitating and making appointments for the representatives of Member States with the Director-General;
  - Preparing, in liaison with the Sectors/Bureaux/Offices both at Headquarters and in the Field as well as concerned Permanent Delegations or National Commissions, briefing notes for the Director-General on bilateral cooperation between UNESCO and the concerned Member State, including her talking points;
  - Participating in the planning and organization of official visits of the Director-General to Member States or regional intergovernmental organizations, in close cooperation with the concerned Field Offices, Permanent Delegations and National Commissions and accompanying, when requested, the Director-General during official visits and ensuring the follow-up of these visits, including drafting follow-up correspondence and internal follow-up memos.
- Contribute to the formulation of political advice and expert information to ensure a coherent approach to UNESCO's programme of cooperation with Member States and Intergovernmental organizations in the region by:
  - Closely following events which might affect the political situation in the Member States concerned and assessing the political impact of regional, sub-regional and national issues within UNESCO's fields of competence;

- Preparing background papers and analytical reports on political and related events within assigned areas with a view to providing up-to-date information and reports to the Director-General regarding substantive political matters and country or regional issues and make recommendations on actions to take:
  - Providing, when required, information and recommendations to the members of the Secretariat regarding the political aspects of UNESCO's relations with Member States in the region;
  - Collecting, assembling, and up-dating information and documentation on Member States and UNESCO's cooperation with them as well as with relevant regional and sub-regional organizations.
- Contribute to the Asia and the Pacific Unit's daily work by:
    - Representing the Unit at relevant conferences and meetings as and when designated by his/her supervisor;
    - Preparing contributions to the Director-General's reports to the Executive Board and the General Conference and attending sessions of the Executive Board and the General Conference;
    - Drafting or supervising the preparation of papers or publications regarding UNESCO's cooperation with Member States in the Asia and the Pacific region;
    - Contributing, when required, to the speeches and messages of the Director-General addressed to Member States in the region;
    - Drafting contracts or other types of documents when and as required.
  - Contributes to the preparation of statutory reports to UNESCO's Governing bodies concerning Member States and relevant entities.

## **COMPETENCIES (Core / Managerial)**

Communication (C)

Accountability (C)

Innovation (C)

Knowledge sharing and continuous improvement (C)

Planning and organizing (C)

Results focus (C)

Teamwork (C)

Professionalism (C)

For detailed information, please consult the [UNESCO Competency Framework](#).

## **QUALIFICATIONS**

### **Education**

- Advanced university degree (Master's degree or equivalent) in the field of international relations, political science, law or in other related area.

### **Work Experience**

- At least four (4) years of relevant professional experience in the field of international cooperation, international relations and/or diplomacy, of which preferably two (2) years acquired at international level. A focus on the Asia and the Pacific region would be an asset.
- Experience in conducting dialogue with representatives of Member States.
- Experience in the field of coordination, liaison and evaluation.

### **Technical Knowledge**

- Good geopolitical knowledge of the Asia and the Pacific region.
- Familiarity with the work and general functioning of international organizations and/or the United Nations system.
- Knowledge of the different work-streams of the United Nations would be an asset.

### **Skills & Competencies**

- Capacity to actively participate in building and strengthening relations with Member States and partners.
- Proven organizational and analytical skills including demonstrated ability to provide advice and analysis.
- Very good written and oral communication skills with ability to produce quality briefings, strategic position papers and analytical documents.
- Excellent interpersonal skills and proven ability to work effectively in a team in a multicultural environment.
- Proven ability to communicate, advocate, and exchange with colleagues, staff and stakeholders within and outside the Organization.
- Sense of diplomacy, tact and discretion.

### **Languages**

- English and French are the working languages of the Organization. Excellent knowledge of English or French and good knowledge of the other language.
- Knowledge of the other UNESCO official languages (Arabic, Chinese, Russian or Spanish) is an asset.

## **BENEFITS AND ENTITLEMENTS**

UNESCO's salaries consist of a basic salary and other benefits which may include if applicable: 30 days annual leave, family allowance, medical insurance, pension plan etc.

The approximate annual starting salary for this post is 99 451 US \$.

For full information on benefits and entitlements, please consult our Guide to Staff Benefits.

## **SELECTION AND RECRUITMENT PROCESS**

Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the UNESCO Careers website. No modifications can be made to the application submitted.

The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview.

UNESCO uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.

*UNESCO recalls that paramount consideration in the appointment of staff members shall be the necessity of securing the highest standards of efficiency, technical competence and integrity. UNESCO applies a zero-tolerance policy against all forms of harassment. UNESCO is committed to achieving and sustaining equitable and diverse geographical distribution, as well as gender parity among its staff members in all categories and at all grades. Furthermore, UNESCO is committed to achieving workforce diversity in terms of gender, nationality and culture. Candidates from non- and under-represented Member States ([last update here](#)) are particularly welcome and strongly encouraged to apply. Individuals from minority groups and indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the highest level of confidentiality. Worldwide mobility is required for staff members appointed to international posts.*

*UNESCO does not charge a fee at any stage of the recruitment process.*

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