

## **Job Description**

### **Culture Sector / Diversity of Cultural Expressions Section (CLT/DCE)**

#### **Senior Programme specialist (P5)**

**2022 - 2023**

The Diversity of Cultural Expressions Entity of the Culture sector promotes the diversity of cultural expressions and the creative economy as vectors for sustainable development. Its mission is to ensure the effective implementation and monitoring of the 2005 Convention on the Protection and Promotion of the Diversity of Cultural Expressions (hereafter 'the 2005 Convention') and the 1980 Recommendation concerning the Status of the Artist. The Entity fosters international cooperation by helping governments around the world to design, monitor, and evaluate policies that promote the diversity of cultural expressions and the creative economy. It also coordinates and monitors the Convention's statutory obligations, notably by providing support for the sound decision-making of the Convention's governing bodies through knowledge sharing and data collection, analysis, and distribution.

Under the overall authority of the Assistant Director-General for Culture, the general supervision of the Chief of the Diversity of Cultural Expressions (DCE) Entity and the direct supervision of the Head of Programmes and Stakeholder Outreach Unit, the incumbent will act as a key member of the Secretariat to the 2005 Convention. He/she is charged with the coordination, development, management and evaluation of activities to promote the diversity of cultural expressions in line with Expected Result 7 of the approved programme and budget (41C/5) for Major Programme IV (Culture), 2022-2025.

In particular, he/she will monitor the development and implementation of projects within the framework of the implementation of the global capacity building strategy of the 2005 Convention and the Republic of Korea Funds in Trust (KFIT) dedicated to supporting the development of creative industries in developing countries.

The incumbent will bring to bear his/her understanding of the 2005 Convention including issues related to cultural policy, cultural and creative industries, status of artists. He/she has excellent organizational skills, written and oral communication, proven experience in project management and fundraising.

#### **Tasks:**

- Ensures effective programming and monitoring the implementation of the KFIT projects in line with strategic vision and guiding principle of the 2005 Convention

- Oversees a visibility and communication plan for UNESCO KFIT project by writing web articles, updating web pages dedicated to the UNESCO KFIT project, publishing brochures and producing short video clips to share good practices with the global cultural policy community and to raise awareness about the project among cultural actors in beneficiary countries and solicit engagement, by keeping ROK counterparts up to date about the project
- Oversees the coordination between UNESCO CLT and the Ministry of Culture, Sports and Tourism of the Republic of Korea in terms of mobilizing resources, organizing various public events and diversifying modalities of contribution including various funding tools; Funds-in-Trusts, multi-donor fund, Additional Appropriation and etc.
- Support the research and capacity strengthening activities of the section on the themes such as creative economy, status of artists, digital creativity by identifying and liaising with relevant experts or institutions at regional and national level to share the best practices from Korea or Asian countries and mobilize available resources

**Work Experience:**

- Master's degree or equivalent in the field of culture or cultural and creative industries
- A minimum of 5 years of progressively responsible experience in the field of arts and cultural policy related activities
- Proven experience in cooperating with governments and reporting to donors
- Proven track record of leadership and management in multicultural settings, including coordination of interdisciplinary teams is required

**Skills/Competencies:**

- Excellent written and oral communication skills in one of UNESCO working languages (English or French) and good understanding of the second one and with proven ability to draft clearly and concisely
- Good knowledge and understanding of the 2005 Convention and the 1980 Recommendation on the Status of the Artist
- Good analytical, problem solving and organizational skills
- Ability to work effectively in a team environment and to maintain effective working relations within a multi-cultural environment
- Proven fund-raising and resource mobilization skills
- Ability to manage a heavy workload and to meet tight deadlines, paying close attention to detail and quality of work
- Good IT skills, including good knowledge of standard office software