



unesco

---

# Careers at UNESCO

---

Webinar for Slovakian Nationals



UNESCO's Mandate



Working Environment



Typical Duties



Requirements, Skills and Competencies



Recruitment Overview



Word of Advice



Entry Pathways

Our mission since 1945 is to

**build peace through international cooperation** as it is the only way to build bridges between nations.

We offer a **broad range of expertise** in the fields of:

- Education
- Natural Sciences & Ocean Sciences
- Social and Human Sciences
- Culture
- Communication and Information



**2** Global  
PRIORITIES



# UNESCO's Role: focus areas



Laboratory of ideas and knowledge sharing



Policy analysis and benchmarking



Strengthening international and regional cooperation



Setting norms and standards



Technical advice





171

nationalities,  
engaged across 54 duty stations.

## Working at UNESCO means:

- Working on impactful projects and in multicultural teams
- Exposure to events of global significance
- Missions to (other) Field Offices
- Learning opportunities
- Flexible working arrangements

## **Programme Specialists / Project Officers**

- Programmes/Projects coordination and management
- Leading teams
- Interact with high-level partners
- Produce policy-oriented, analytical reports or research
- Fundraising and resource mobilization

## **Administration**

- Oversee administration & finance
- Manage human resources
- Manage procurement
- Ensuring smooth access to IT services
- Ensuring security

## **Programme Support Services**

- Build/maintain partnerships and external relations
- Mobilizing resources
- Manage legal affairs
- Provide support in audit and evaluation
- Draft and publish public information on programmes

# Requirements, Skills and Competencies



**UNESCO Core Values**  
Commitment, Integrity,  
Diversity, Professionalism



## Education

An advanced university degree (Master or equivalent).  
A Doctorate degree may be required for specific positions.

## Professional Experience

Number of years of relevant experience will depend on grade/level.

## Languages

English and/or French (the two working languages of UNESCO) is required.  
Arabic, Chinese, Spanish or Russian is an **additional asset**.

## Skills and Competencies

- Project/Programme Management
- Communication (Written and Verbal)
- Data analytics/Data Management
- Drafting skills
- Teamwork
- Creativity and Innovation

# Recruitment Overview



01

ADVERTISEMENT /  
APPLYING ONLINE

Submitting your application  
via our Careers page.

## CREATING YOUR ONLINE APPLICATION

Create your general profile on our Careers platform & subscribe to Job alerts.  
Tailor your application.  
Make sure your presentation professional and clean.



02

PRE-SCREENING

Applications are reviewed.

## PRE-SCREENING STAGE

Checks are made between the requirements of the vacancy notice, the CV, and the responses to the pre-screening questions.

The education degree, years of experience, and language skills are all reviewed.



03

PRE-SELECTION  
AND ASSESSMENT

Candidates are shortlisted upon  
closer examination.

## PRE-RECORDED VIDEO INTERVIEW

Tailor-made pre-recorded video interviews.

Candidates answer to predetermined time-bound questions related to the post.

## ONLINE ASSESSMENT

Pre-established & customizable assessment exercises (e.g. essay, text analysis, presentation.)

*Example: "Using the attached document, please prepare a brief memo for management analyzing the figures and recommending action points."*

04



## INTERVIEWS AND EVALUATIONS

Interviews are scheduled for shortlisted candidates and the final evaluation is made.

### FORMAL INTERVIEWS

1. **Competency and behavior-based:** *Can you share an example of a time when you proposed innovative solutions in your work?*
2. **Strength-based:** *Talk us through a time where you used your communication skills effectively resulting in a successful outcome.*
3. **Technical:** *What do you know about UNESCO's work on education in emergencies with a focus on conflicts?*
4. **Case-based:** *You are tasked with filling a critical position within a tight deadline. Despite multiple rounds of interviews, you have not yet found a suitable candidate. What steps would you take to expedite the recruitment process while ensuring you select the best candidate for the position?*
5. **Presentation:** *Prepare a 10-minute presentation on how UNESCO can leverage technology to enhance access to quality education in remote and underserved regions.*

05



## DECISION

The successful candidate is informed.

### FINAL STAGE

Reference and background checks are performed.

Upon candidate's clearance and acceptance, on-boarding process is initiated.



We are seeking your  
**one-of-a-kind**  
contribution to  
**UNESCO's work.**



## Application

- Understand the purpose of the role and the requirements.
- Emphasize (international) experience and highlight core competencies.



## Online assessment and Interviews

- Prepare thoroughly by understanding UNESCO's work and the role, preparing examples and practicing common questions.
- During the interview be Specific and Structured using the STAR or CAR technique.



## Leverage Networks and References

- Use professional networks to understand more about the role and the Organisation.
- Update your LinkedIn profile; develop your network.

## Regular recruitment

### Recruitment processes for different contract types:

- **P & D** (Professional and Director)
- **NPO** (National Professional Officer)
- **PA** (Project Appointment)
- **TA** (Temporary Appointment)
- **GS** (General Services)
- **SC** (Service Contracts)
- **Consultants**

## YPP

### Young Professional Programme (YPP)

- Young **qualified** professionals
- **≥ 32 years of application from non- and under-represented Member States**
- Excellent knowledge of English or French. Knowledge of both working languages in highly desirable
- **Candidates must apply via their respective UNESCO National Commissions**

## MLPP

### Mid-Level Professional Programme (MLPP)

- **Qualified mid-level professionals** - start and/or advance their careers at UNESCO.
- Priority consideration, at equal competence for candidates from non- and under-represented Member States and to internal candidates.
- Minimum **4 years** of relevant professional experience for P-3. Minimum **7 years** for P-4.
- Excellent knowledge of **English or French** and good understanding of the other. A third language is an asset, or in some cases, is required.

## Junior Professional Officer (JPO)

-  Bilateral agreements: UNESCO - Donor countries
  -  Contract 2 to 4 years
  -  Max. 32 years old\*
- \*Requirements may vary from donor to donor

## Sponsored Traineeship

-  Up to 2 years
-  Graduate and postgraduate students
-  Sponsored by academic or governmental institution

## Internship

-  Contract of 1 – 6 months
-  Enrolled in a graduate or post-graduate degree program or having graduated within the last 12 months.

<https://careers.unesco.org>

## Secondment/Loan

-  Experts from Governments, Institutions, Public/Private
- On the basis of a specific/defined need
-  Minimum one year and shall not exceed four years (for secondments) minimum 6 months (for loans)

## UN Volunteer

-  Collaboration with UNV/UNDP  
Youth Volunteers – University Volunteers  
International/National - Specialists/Experts
-  Depending on the types of UNV, from 3 months to 1 year – up to 4 years for UNVs Specialist/Experts.  
Can be sponsored by Member States

<https://www.unv.org/become-volunteer>



**Are you ready to join us?**



**unesco**

Follow Us!



unesco

# Thank you



**unesco**

United Nations  
Educational, Scientific  
and Cultural Organization

 [twitter.com/unesco](https://twitter.com/unesco)

 [instagram.com/unesco](https://instagram.com/unesco)

 [facebook.com/unesco](https://facebook.com/unesco)

 [youtube.com/UNESCO](https://youtube.com/UNESCO)