Keterangan serta formulir pendaftaran vacancy notice dapat diperoleh lewat internet: http://www.unesco.org/per.
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WRIU/169

1. Title                    : Programme Specialist
   Post No.                : AR/RP/MOR/SHS/0002
   Category and level      : Professional category (P-3)
   Organizational location : UNESCO Office in Rabat
                            Rabat, Morocco
   Qualifications and experience required :
     - Advanced university degree in law and/or social science at doctoral level, preferably with post graduate research or training in an aspect of human rights, consistent with UN Instruments on Human Rights, and relevant in the Arab States region.
     - Familiarity with existing and forthcoming UN Instruments on Human Rights, and a demonstrated understanding of human rights concerns, including those touching on women and gender and related issues in the Arab States region.
     - Professional experience in the field of human rights and/or women and gender at national level or in an international or non-governmental agency. Field experience would be an advantage.
     - Good IT skills.
   Deadline                : 17 June 2003

2. Title                    : Assistant Programme Specialist
   Post No.                : SHS-340
   Category and level      : Professional category (P-1/P-2)
   Organizational location : Section to Combat Racism and Racial Discrimination
                            Division of Human Rights and Struggle against Discrimination Social and Human Sciences Sector
                            UNESCO Headquarters Paris, France
   Qualifications and experience required :
     - University graduate degree in the social sciences, preferably in sociology.
     - At least three years relevant working experience, preferably in an international organization.
     - Excellent command of microcomputing.
   Deadline                : 18 June 2003

3. Title                    : Programme Specialist
   Post No.                : AR/RP/LEB/SHS/0017
   Category and level      : Professional category (P-4)
   Organizational location : UNESCO Office in Beirut
                            Beirut, Lebanon
   Qualifications and experience required :
     - Advanced university degree in any of the social sciences, including anthropology, economics, political science or sociology, preferably at doctoral level.
     - Relevant professional experience, such as teaching and research and/or programme development and implementation.
     - Demonstrated conceptual and analytical abilities through a strong publication record (e.g. in referred social science journals).
     - Relevant employment and/or research experience in one or more countries of the Arab States would be an advantage.
     - IT skills with applications in data analysis, communications, presentation and word processing.
   Deadline                : 17 June 2003
1. **Title:** Programme Specialist (Higher Education)  
   **Post No.:** AS/RP/THA/ED/0027  
   **Category and level:** Professional category (P-4)  
   **Organizational location:** UNESCO Bangkok Asia and Pacific Regional Bureau for Education Bangkok, Thailand  
   **Qualifications and experience required:**  
   - Advanced university degree, preferably in education or social sciences.  
   - 10 years of teaching/research at higher education level.  
   - Thorough knowledge of higher education systems in countries of the region.  
   - Experience of work with UNESCO and/or other UN agencies would be an advantage.  
   - Ability to use a PC.  
   **Deadline:** 12 Mei 2003

2. **Title:** Programme Specialist - Asia and Pacific Desk  
   **Post No.:** BFC-019  
   **Category and level:** Professional category (P-4)  
   **Organizational location:** Bureau of Field Coordination UNESCO Headquarters Paris, France  
   **Qualifications and experience required:**  
   - Post-graduate degree in education, or other related disciplines of UNESCO field of competence.  
   - Extensive experience (7-8 years) in a similar post, preferably in UNESCO or in another UN agency.  
   - Good knowledge of and experience in the use of personal computers.  
   **Deadline:** 24 Mei 2003

3. **Title:** Chief of Unit  
   **Post No.:** AMD-912  
   **Category and level:** Professional category (P-4)  
   **Organizational location:** UNESCO Coupons Programme Unit Division of the Comptroller Section for Administration UNESCO Headquarters, Paris, France  
   **Qualifications and experience required:**  
   - University degree or equivalent, including specialization or equivalent experience in matters of financial management, accounting or company management in general.  
   - At least seven years' experience (involving the exercise of increasing responsibilities) in administrative, financial and accounting fields, preferably in an international organization of the United Nations system.  
   - Experience of commercial management and contacts at international level.  
   - Thorough experience of state-of-the-art information technology relevant to the work of the unit.  
   **Deadline:** 24 Mei 2003

4. **Title:** Analyst/Programmer  
   **Post No.:** AMD-991  
   **Category and level:** Professional category (P1-P-2)  
   **Organizational location:** Application Unit Users support, Networks and Applications Section Division of Information Systems and Telecommunications Sector for Administration UNESCO Headquarters, Paris, France  
   **Qualifications and experience required:**  
   - University degree, preferably in computer
science or closely related field, or equivalent on-the-job training (structured analysis and programming, computer languages, electronic data processing and its applications; database and interactive applications).

- Specific SAP developer training: SAP development tools and ABAP programming language, report generation, interfacing (IDOCs, etc).
- 3-5 years experience in programming and analysis, in multi user computer systems and/or applications; 1 to 2 years experience programming in a SAP environment (finance/accounting and purchasing modules); in-depth knowledge of object-oriented development methods and tools; knowledge of finance and accounting methods and procedures; knowledge of project management techniques, of legacy systems and applications, as well as interfacing and internet development tools would be an asset.

Deadline: 25 Mei 2003

5. Title: Programme Specialist
Post No.: AF/RP/NIR/SHS/0005
Category and level: Professional category (P-4)
Organizational location: UNESCO Office in Abuja, Nigeria
Qualifications and experience required:
- Advanced university degree in any of the social sciences, including anthropology, economics, political science or sociology, preferably at doctoral level.
- Relevant professional experience such as teaching and research and/or programme development and implementation.
- Demonstrated conceptual and analytical abilities through a strong publication record (e.g., in refereed social science journals).
- Relevant professional and/or research experience in one or more countries of the African region would be an advantage.
- Good computing skills

Deadline: 30 Mei 2003

WRIU/094

1. Title: Chief of Section (Women and Gender Programme)
Post No.: SHS-960
Category and level: Professional category (P-4)
Organizational location: Human Rights and Development Unit Human Rights Division Social and Human Sciences Sector UNESCO Headquarters, Paris, France
Qualifications and experience required:
- Advanced university degree (Masters or PhD level) in human or social sciences. Gender and pedagogy would be an asset.
- A minimum of 10 years' experience at national level and 5 years at international level.
- Computer literate.

Deadline: 24 April 2003

2. Title: Assistant Programme Specialist
Post No.: ED-935
Category and level: Professional category (P-1/P-2)
Organizational location: Section for Support for National Educational Development Division of Educational Policies and Strategies, Education Sector, UNESCO Headquarters, Paris, France

Qualifications and
experience required:
- University degree (master's or equivalent) in planning and/or economics of education.
- About three years of effective experience in educational planning, either in a Ministry of Education or in an international organization.
- Good adaptation and teamwork ability.
- Familiarity with statistical compilation, processing and analysis software.

Deadline: 5 Mei 2003

3. Title: Chief of Arabic Translation Unit
Post No.: AMD-314
Category and level: Professional category (P-5)
Organizational location: Translation Section
Division of Conferences, Languages and Documents
Sector for Administration
UNESCO Headquarters, Paris, France

Qualifications and experience required:
- Must hold a degree of high academic standard, in a field relevant to the functions of the post.
- Education must have been such as to give full mastery of Arabic and its related culture(s) and thorough familiarity with one or more working languages and related culture(s).
- Thorough experience, over several years, of translation/precise-writing and of revision, preferably in international organizations, administrative experience and familiarity with the general functioning of international organizations.
- Ability to use a PC in so far as it is relevant to the work of the Unit.

Deadline: 5 Mei 2003


WRI U/052

1. Title: Senior Administrative Officer
Post No.: EU/TP/ITA/SC/0819
Category and level: Professional category (P-5)
Organizational location: Administration Unit
Abdus Salam International Centre for Theoretical Physics
Triste, Italy

Qualifications and experience required:
- University degree in Management Business of Public Administration.
- At least 10 years' experience in a responsible administrative position in an international academic institution with experience in organization, personnel policies, accounting and budgetary control. Thorough familiarity with electronic data processing and experience in their implementation. Taking into account the particular requirements of an international academic institution like the Centre, aimed at supporting the activity of scientists from developing countries, experience gained in a similar environment is highly desirable.

Deadline: 31 March 2003

2. Title: Chief of Section
Post No.: BSP-018 (P-5)
Category and level: Professional category (P-5)
Organizational location: Section for Women and Gender Equality Bureau of Strategic Planning UNESCO Headquarters Paris, France

Qualifications and experience required:
- University graduate degree in at least one of the domains of UNESCO; training in management, knowledge management and monitoring approaches would be desirable.
- The incumbent should have a) sustained experience at the professional level for at least 10-15 years with programme development and implementation pertaining to women/gender issues in a multicultural environment, including at the field level, and their mainstreaming; b) experience in managing people, resources and a distinct organizational unit; c) an extensive network in the professional field; and d) demonstrated skills in organizational change.

Deadline: 14 April 2003

3. Title: Chief of Unit
Post No.: ADM-234
Category and level: Professional category (P-1/P-2)
Organizational location: Stores Unit Procurement Division, Sector for Administration UNESCO Headquarters, Paris, France

Qualifications and experience required:
- University degree or several years' experience in stock management; experience in procurement is desirably
- Very good knowledge of stores, management, monitoring and replenishment
- Good knowledge of administrative and commercial procedures, preferably in an international organization or a multinational corporation.
- Good knowledge of microcomputing systems: Excel, Word, Access and SAP

Deadline: 17 March 2003

4. Title: Programme Specialist
Post No.: LA/RP/CUB/CLT/0008
Category and level: Professional category (P-3)
Organizational location: UNESCO Office in Havana, Cuba

Qualifications and experience required:
- Advanced university degree or equivalent in one of the specialized fields of culture or social sciences or relevant professional experience.
- Relevant professional experience with minimum of five years at international level.
- Familiarity with the political and cultural context of the region.
- Experience with project and programme management and administration. Good computer skills.

Deadline: 15 April 2003

5. Title: Chief of Section
Post No.: ADM-220
Category and level: Professional category (P-5)
Organizational location: Procurement Section Sector for Administration UNESCO Headquarters Paris, France

Qualifications and experience required:
- University degree in business administration, commerce, technology, engineering, law or other fields relating to procurement/contracting;
- Extensive international experience (at least 15 years) in the field of international purchasing and contracting, preferably in the UN system or similar public organization, with a progressive increase in responsibilities;
1. Title : Functional Specialist - Asset Management
Post No. : ADM-988
Category and level : Professional category (P-3)
Organizational location : Unit for Information Systems Support and Development Centre for Management Information Systems Sector for Administration UNESCO Headquarters, Paris, France
Qualifications and experience required : - Relevant university degree or equivalent; standard SAP courses in F1-AM.
- At least 5 years' experience in a relevant field, including at least one full cycle successful SAP implementation project as MM functional specialist.
- Computer literate: MS Office - Word Processing, Excel, Power Point, Project scheduling, Outlook, Intranet - Web Pages scrolling and maintenance. SAP - regular development and other permitted transactions.
Deadline : 15 March 2003

2. Title : Functional Specialist - MIS
Post No. : ADM-989
Category and level : Professional category (P-3)
Organizational location : Unit for Information Systems Support and Development Centre for Management Information Systems Sector for Administration UNESCO Headquarters Paris, France
Qualifications and experience required : - Relevant university degree or equivalent; standard SAP courses in Material Management.
- At least 5 years' experience in a relevant field, including at least one full cycle successful SAP implementation project as MM functional specialist.
- Computer literate: MS Office - Word Processing, Excel, Power Point, Project scheduling, Outlook, Intranet - Web Pages scrolling and maintenance. SAP - regular development and other permitted transactions.
Deadline : 15 April 2003

3. Title : Assistant Programme Specialist
Post No. : ERC-186
Category and level : Professional category (P-1/P-2)
Organizational location : Section for UNESCO Clubs and New Partnerships Division of Relations with National Commissions and New Partnerships Sector for External Relations and Cooperation UNESCO Headquarters, Paris, France
Qualifications and experience required : - University degree, preferably as Masters level, in International Relations, Communication, or Political Science
- At least 2 to 5 years professional experience with an international or national organization working at grass roots level in the civil society. Knowledge of UNESCO and the UN and their working methods would be an asset.
Deadline : 20 April 2003