



**Chief of Staffing, Policy, Planning, Learning & Development Section
Bureau of Human Resources Management**

United Nations
Educational, Scientific and
Cultural Organization

Organisation
des Nations Unies
pour l'éducation,
la science et la culture

Organización
de las Naciones Unidas
para la Educación,
la Ciencia y la Cultura

Организация
Объединенных Наций по
вопросам образования,
науки и культуры

منظمة الأمم المتحدة
للتربية والعلم والثقافة

联合国教育、
科学及文化组织

National Commissions of Under and Non-
Represented Member States to UNESCO

10 APR 2015

Ref.: HRM/SPL/2015/17

Subject: **Young Professionals Programme 2015**

Madam/Sir,

I am pleased to inform you that UNESCO is launching the Young Professionals Programme 2015 and I wish to take this opportunity to remind that its main objective is to improve the geographical distribution of the Secretariat. It also aims at attracting young talented professionals to the Secretariat.

We are inviting your National Commission to select and submit a maximum of 15 qualified candidatures according to the following criteria:

- i. Nationals of non-represented or under-represented Member States of UNESCO
- ii. Maximum **thirty-two years** of age as at **31 December 2015** i.e. born in 1983
- iii. Holding an advanced university degree, preferably with a specialization or a major in the following areas:
 - **Education:** - Educational planning, comparative education, education reform
- Human Resources Management, Business Administration
 - **Natural Sciences:** Environmental Natural Sciences
 - **Social and Human Sciences:** Social and Human Sciences (social transformations, policy formulation, youth and intercultural dialogue)
 - **Culture:** International law
 - **Communication and Information :** Communication or Information Sciences
 - **External Relations :** International Relations; Political Sciences
 - **Legal Affairs :** International law, contract law, commercial law or administrative law
 - **Financial Management:** Finance, Accounting, Audit

- iv. Excellent knowledge of English or French. Knowledge of both working languages is an asset.

Besides the above criteria, the selection will be based on the three notions of excellence, achievement and commitment to UNESCO's mandate. A relevant first professional experience will be an asset, but is not an essential requirement.

I kindly invite you to identify the most appropriate channels to circulate this information to nationals of your country and reach out the most qualified candidatures.

You are invited to submit - **no later than 10 July 2015** - a document listing the names, email addresses, dates of birth, of 15 candidates maximum at:

YPP/SPL Section
Bureau of Human resources Management
UNESCO
7, Place de Fontenoy, 75352 Paris 07SP, France

An advanced copy of this list may be sent by email to the dedicated address: YPP2015@unesco.org.

This year, in the framework of the *papersmart* policy applied by UNESCO, HRM will invite the eligible candidates to fill in an online application specifically created for UNESCO YPP 2015.

After a thorough assessment of the applications, and a pre-selection based on online video interviews, a group of short-listed candidates will be interviewed for the final stage of the selection.

The selected candidates will be appointed as UNESCO staff members on an initial one-year fixed-term contract at P1/P2 level. Assignments may be either at Headquarters or in a Field Office.

During the first 12 months of employment within a Programme Sector, a Field Office or an Administrative Service of the Organization, the Young Professionals will be given the opportunity to expand their knowledge of UNESCO and the UN System, and to acquire the relevant skills related to UNESCO's fields of competence and its administration.

The renewal of the Young Professionals contract will depend on the evaluation of their performance during the first 9 months probationary period. Those who will meet the required standards will be offered a subsequent extension of appointment, becoming regular UNESCO staff members.

Should you need further information, please contact Ms Rossella Salvia, Focal Point for the Young Professional Programme: r.salvia@unesco.org, tel: +33 1 456-81073.

I wish to thank you for your kind cooperation.

Yours sincerely



Annick Grisar

Cc: Permanent Delegations of Under- and Non-Represented Member States to UNESCO