

CONVOCATORIA PARA LA OFERTA FORMATIVA ESPECIALIZADA EN COOPERACIÓN INTERNACIONAL PARA EL DESARROLLO Y POSTERIORES PRÁCTICAS PROFESIONALES NO LABORALES EN ORGANISMOS MULTILATERALES

RELACIÓN DEFINITIVA DE PERSONAS PRESELECCIONADAS POR LOS ORGANISMOS MULTILATERALES (OO.MM.)

PRIMERO: En cumplimiento de la Base Décimo primera, apartado 1 de la convocatoria del 3 de noviembre de 2022, se hace pública la Relación Definitiva de las personas preseleccionadas por los OO.MM., con expresión de las puntuaciones obtenidas en las fases de concurso y evaluación a que hacen referencia los apartados 3.2., y 3.3., de la Base Novena. *Sistema Selectivo para las becas prácticas profesionales no laborales en Organismos Multilaterales (OO.MM)*, e indicando fecha, hora y lugar de realización de las entrevistas personales:

PERSONAS PRESELECCIONADAS POR ORGANISMOS MULTILATERALES

UNESCO, Entidad de la ONU para la Educación, la Ciencia y la Cultura – Oficina Regional para América Latina y el Caribe en La Habana.

ASPIRANTES	Puntuación Fase de Concurso	Puntuación Evaluación del Curso de Formación
07257558-T	4	9,405
08886626-R	12	8,906
76048689-V	6,5	9,052

SEGUNDO: Para la entrevista personal, y en cumplimiento de la Base Décimo primera. *Desarrollo del proceso de selección.*, apartado 1 de la convocatoria, se determina a continuación el lugar, (existiendo la opción de realizar la misma mediante videoconferencia siendo responsabilidad de la persona aspirante disponer de los recursos técnicos necesarios para la entrevista) fecha y hora de comienzo de las entrevistas personales, siguiendo el orden indicado en la Base Décimo primera, Punto 3.3., en llamamiento único:

Lugar: Fundación Jóvenes y Deporte
Avenida Valhondo, s/n Edificio III Milenio
Módulo IV – 4ª Planta
06.800 Mérida

Uso horario: El uso horario indicado se corresponderá con Madrid (GMT+1)

UNESCO, Entidad de la ONU para la Educación, la Ciencia y la Cultura – Oficina Regional para América Latina y el Caribe en La Habana.

Fecha: 28 de marzo de 2023.

ASPIRANTES	HORA DE ENTREVISTA
08886626-R	15:15
07257558-T	15:45
76048689-V	16:15

PNUD, Programa de Naciones Unidas para el Desarrollo. Oficina de Nueva York.

Fecha: POR DETERMINAR.

PNUD, Programa de Naciones Unidas para el Desarrollo. Oficina de Bruselas.

Fecha: POR DETERMINAR.

OIM, Organización Internacional de las Migraciones. Oficina de Bruselas.

Fecha: POR DETERMINAR.

Serán excluidas las personas que no comparezcan en el horario indicado, salvo en los casos de fuerza mayor debidamente justificados que serán apreciados y ponderados por el Tribunal de Selección.

TERCERO: En cumplimiento de la Base Novena, apartado 3.1, párrafo cuarto de la convocatoria del 3 de noviembre, se publican los términos de referencia (TDR) requeridos por los organismos multilaterales en el Anexo I de la presente resolución.

Mérida, 22 de marzo de 2023

El Presidente del Tribunal

 fundación
jóvenes y deporte
JUNTA DE EXTREMADURA

- Alejandro Hidalgo Flores -



UNESCO Sponsored Traineeship Programme Terms of Reference Resource Mobilization and Programme Support

GENERAL INFORMATION

Duration: 1 Year

Location: Havana - Cuba

Organizational Unit: FU/HAV/DIR

Supervisor (name, title): Anne Lemaistre, Director and Representative. Regional Office for Culture in Latin America and the Caribbean.

DESCRIPTION OF THE TRAINEESHIP

Under the supervision of the Office Director, the sponsored trainee will undertake the following tasks:

1. Assist with the development of fundraising through partnerships:

- Contribute to the Resource mobilization and Fundraising strategy of the Office.
- Identify potential funding sources and assist in updating CRM and PlanView.
- Keep up to date on the latest developments and initiatives of relevance (e.g. donor trends, new funding initiatives announced by international donors, donors announcing interest in Cuba
- Assist with preparation and submission of grant proposals.
- Develop project documents and other communication products to highlight UNESCO opportunities.
- Support in the organization of events or meetings aimed at the creation of new partnerships and fund mobilization.

2. Support in the management of budget for internally and externally funded projects:

- Work with the administrative team and use available tools (SAP, PlanView, Excel, etc.) to provide up-to date financial information as required.
- Coordinate with Programme Specialists and the Administrative Team to provide budgetary status reports and forecasts.

3. Contribute to the dissemination, communication and promotion of UNESCO's Programmes and Projects

- Ensure that proposals include clear arrangements and agreements on reporting timelines as well as donor visibility (human-interest stories, website/social media coverage, field visits), and that the requirements for visibility are adequately costed in the budget.
- Support the UNESCO Representative and Programme Specialists with the development of a set of compelling communication tools, such as fact sheets, a standard slide presentation, etc. that can be customized easily for different donors. This includes presentations for Donors' Day and other fundraising events.

4. Work with on the monitoring and evaluation of UNESCO projects, including:

- Provide support to internal and external evaluation activities.
- Collect and compile evidence of results and impact for communication and accountability purposes.
- Assist with reporting activities, including for, funders, and liaising with the Project Management office.
- Provide assistance, as needed to the various projects.

REQUIRED QUALIFICATIONS

Education: University degree in the field of social sciences, management, administration, or other relevant fields to resource mobilization.

Subjects: Culture, Education, Sciences, Communication and Information.

Language skills: Excellent knowledge (written and spoken) of Spanish and English are required.

Competencies and skills:

- Strong analytical and problem-solving skills, as well as the ability to set priorities, follow rules and administrative guidelines, assess and respond to routine and non-routine issues.
- Ability to work effectively in a team and to maintain good working relationships in a multi-cultural environment.
- Excellent communication skills and experience working in a multi-skilled and ability to interact with a wide range of stakeholders within UNESCO.
- Capacity to multi-task with ability to manage a heavy workload and meet tight deadlines paying close attention to detail and quality of work.
- Knowledge of ethical and behavioral expectations, sound judgement, and high standards of integrity, discretion, and confidentiality.
- Excellent IT skills, including advanced knowledge of MS Office (Word, Excel, PowerPoint, etc.).

LEARNING OBJECTIVES

The Sponsored Traineeship Programme is designed for students, researchers and young professional. After the traineeship the incumbent have:

1) Acquired practical work experience on the:

- development of fundraising through partnerships;
- management of budget for internally and externally funded projects;
- dissemination, communication and promotion of UNESCO's Programmes and Projects; and monitoring and evaluation of UNESCO projects.

2) Strengthened core competences:

- Accountability (C)
- Communication (C)
- Innovation (C)
- Knowledge sharing and continuous improvement (C)
- Planning and organizing (C)
- Results focus (C)
- Teamwork (C)

3) Gained a better understanding of UNESCO's mandate.

ADDITIONAL INFORMATION

DESIRABLE QUALIFICATIONS

Work Experience

- Specialized training/certification in a field related to the position.
- Experience with the United Nations System and/or International Organizations.

Skills and competencies

- Knowledge of results-based management principles.

Languages

- Knowledge of French