



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  
للترقية والعلم والثقافة

联合国教育、  
科学及文化组织

## Secondment by the Government of Flanders of an official to the UNESCO Liaison Office in Brussels and Representation to the European Union and its subsidiaries

### Terms of Reference for a position of Programme Specialist (Grade P3)

Duties and responsibilities
<p>Under the supervision of the Head of the UNESCO Liaison Office in Brussels and UNESCO Representative to the European Union, the incumbent will provide support in the functioning of the Brussels Liaison Office to reinforce the UNESCO cooperation with the European Union and its subsidiaries and the Government of Flanders, by strengthening of existing partnerships in priority areas of joint interest, in particular the partnership with the Intergovernmental Oceanographic Commission.</p>
<p>In particular, the incumbent will carry out the following duties</p> <ol style="list-style-type: none"><li>1. Identify common areas of action and synergies with the European Union and the Government of Flanders, in order to develop or/and reinforce EU-UNESCO bilateral and triangular partnership; analyse the donors' regulations and major trends in donors' international development cooperation policies;</li><li>2. Ensure regular contacts, optimizing UNESCO's participation in discussions with various bodies and working groups, reviewing working documents and other background information and providing feedback, proposals and recommendations for follow up to the Head of the Office;</li><li>3. Prepare and deliver briefs and statements on the different facets of UNESCO's priorities in particular on IOC priorities, to contribute to a greater awareness of the Organization's goal and objectives;</li><li>4. Provide technical support to the Head of Office in development of strategies and identify opportunities for the mobilization of funds and resources in order to develop or/and enhance relations with the European Union, its subsidiaries and the Government of Flanders;</li><li>5. Assist the Office to enhance resource mobilization and in the preparation of projects proposals to be submitted to these funding sources</li></ol>

6. Prepare/process various documents (i.e relevant briefings and other documents on the project status) related to the activities supported by the European Union and/or the Government of Flanders.
7. Provide technical support to the Office to strengthen the Organization's visibility within the European Institutions and local Institutions
8. Perform other related duties, as assigned by the Head of the Liaison Office and UNESCO Representative to the European Union.