

ACP/41/015/17
AFHR/HR/LM/bae

The Secretariat of the ACP Group has the vacant post of Expert, Cultural Affairs, Migration, Demography and Urbanization (**Grade P4**) at the Secretariat.

Below you will find:

- The job description of the post and
- The conditions of service and employment for the post.

Applications for these posts should be sent to: **ACP Secretariat, 451 Avenue Georges Henri, 1200 Brussels - Belgium**, or **e-mail to: hr@acp.int** and must reach the Secretariat not later than **8 May 2017**.

Applications must be accompanied by updated curriculum vitae, copies of degrees, diplomas, certificates and any other document attesting to the competence and professional experience of the candidates, and contact details of at least one reference from each post held in the past 5 years of previous employment.

Candidates for the posts must be nationals of Member States of the ACP Group and must therefore attach a copy of their valid passport for proof of nationality.

All Missions are requested to assist in identifying prospective candidates with a strong background on migration issues, who should submit their applications in line with this Note Verbale.

It is to be noted that only short-listed candidates will be contacted.

JOB DESCRIPTION FOR THE POST OF
CULTURAL AFFAIRS, MIGRATION, DEMOGRAPHY AND URBANIZATION

Post Title: Expert, Cultural Affairs, Migration, Demography and Urbanization. Organizational Unit: Political Affairs and Human Development (PAHD) Department. Supervisor/ Grade: Assistant Secretary General (PAHD)/ASG Source of Funding: ACP Secretariat Budget	Current Grade: P4
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I. Organizational Context

Under the guidance and direct supervision of the Assistant Secretary-General for the Department of Political Affairs and Human Development (PAHD), the Expert, Cultural Affairs, Migration, Demography and Urbanization for the ACP Group, ensuring high quality, accuracy and consistency of work and promotes a client-oriented approach consistent with ACP rules and regulations.

The Expert defines the vision for the programme and activities in Cultural Affairs, Migration and related Demographic and Urbanization processes, proposes policies and strategies, and provides advice and technical support, manages the process and content, transactions and operations. The incumbent has the combined role of a Manager (for programmes and projects), Specialist (in the subject matter of cultural affairs, migration, demography and urbanization), and Advisor (in terms of provision of technical support to ACP member states).

Internally the Expert interacts with all departments within the organization. Externally the Expert's role involves lending support and serving as an interlocutor with counterparts at the European Commission, international organizations and regional organizations. Externally, s/he maintains contacts with ACP Embassies, regional and international organizations, the European Commission and the European Council. External focus involves networking and collaboration with United Nations and other specialized agencies to complement interventions that would address ACP countries challenges in Cultural Affairs, Migration, Demography and Urbanization.

The Expert also supervises along with others the work of a secretary and carries out her performance assessment on an annual basis.

II. Functions / Key Results Expected

Summary of Key Functions:

- ❑ Contributes to the identification and analysis of strategies and activities that would assist ACP Member States to address the issues and challenges arising from migration, demography, cultural identity and diversity and urbanisation.
- ❑ Monitors the implementation of ACP Group and ACP-EU agreements/decisions in the areas of cultural heritage and inter-cultural activities, migration, demography and urbanization (programming, utilization of resources, reallocations, the functioning of financial instruments, etc) and the production of all relevant documents, reports and notes.
- ❑ Prepares proposals that would facilitate the strategic development of priority areas within the identified sectors (cultural industries) and enhance market access opportunities for cultural goods and services from ACP Member States.
- ❑ Supports the work of the ACP Ministerial Committee and the ACP-EU Committee on DFC.
- ❑ Provides support to ACP Member States in the exchange of cultural information and in promoting and sponsoring inter-cultural activities.

III. Impact of Results

The key results have an impact on the effectiveness and efficiency of addressing issues arising from demography, cultural heritage, migration and urbanization and will enhance the visibility of the ACP Group through the promotion of inter-cultural activities and exchange of information.

IV. Competencies

Corporate Competencies:

- Demonstrates and promotes the highest standard of integrity, impartiality, fairness and incorruptibility in all matters affecting his/her work and status.
- Understands the structure and hierarchy of the ACP Secretariat, the organs of the Group and their interaction with the partners, process flows throughout the organization, products and services, their measures of effectiveness, and perceptions of clients.
- Accepts responsibility and accountability for the quality of the outcome of his/her decisions.

Functional Competencies:

- Possesses good knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks.
- Excellent written and oral communication skills in English and/or French, sound knowledge of computer applications, good drafting with excellent presentation and public speaking skills.
- Ability to work independently without supervision but also well with others as a team; meet deadlines and in a multicultural, multiracial and multilingual environment and provide specialized advice and guidance to external contacts.

Managerial Competencies:

- Monitors and adjusts plans and actions and organizes and prioritizes work schedule to meet client needs and deadlines as necessary.
- Strong planning, organization, problem-solving, coordination and negotiation skills
- Ability to establish, manage, guide and monitor relationships with diverse stakeholders.

Behavioural Competencies:

- Demonstrates strength of character and ability to stay calm and show maturity in stressful situations.

V. Recruitment Qualifications

Education:	Master's Degree or equivalent in Economics, Anthropology, Sociology, Political Science or related fields.
Experience:	At least 8 years of work progressively responsible professional experience, three of which must be at a regional or international organization level, at least two of the disciplines related to Migration, Culture, Creative Services, Urbanization and Demographic change in developing countries.
Language Requirements:	Good command of English or French or Portuguese or Spanish. A working knowledge of at least one of the other three would be an added advantage.

APPOINTING AUTHORITY

Staff members of the Professional and General Services categories are appointed by the Secretary-General on the recommendation of the Recruitment Advisory Committee chaired by the Assistant Secretary-General, Head of the Department of Administration, Finance and Human Resources.

CONDITIONS OF SERVICE FOR THE AFOREMENTIONED POST

In the framework of their functions, members of staff are governed by the Staff Regulations of the Secretariat and by any other decision that may be adopted by the competent ACP authorities regarding employment.

REMUNERATION:

Depending on professional background, experience and family situation, the ACP Secretariat offers a competitive remuneration and benefits package.

Lien vers le modèle de CV :

In English: <https://europass.cedefop.europa.eu/editors/en/cv/compose>

En français: <https://europass.cedefop.europa.eu/editors/fr/cv/compose>

