



CALL FOR APPLICATIONS

Job Title: **CULTURAL EXPERT**

Reference: **004/CEEAC/COM/PGDHS/DECT/SC/2022**

Application deadline:

Duty station: **Libreville, Gabon**

Type of contract: **Fixed-term contract of three (3) years renewable**

SITUATION OF THE POST	
Department	Gender Promotion, Human and Social Development
Division	Education, Culture and Technology
Service	Culture
Functional Relationships	<ul style="list-style-type: none">- Collaborate with the Directors, Heads of Service and Experts of the Department- Collaborate with international institutions and organisations within the field.
DUTIES OF THE POST	
The role of the Cultural Expert is to assist the Head of Service in promoting the cultural strategy to the Member States to develop the economy, conserve cultural heritage and promote traditional know-how, improving social conditions and developing the Community's cultural and creative industries.	
MAIN RESPONSIBILITIES	
<ul style="list-style-type: none">- Draft concept notes and Terms of Reference for programmes and projects;- Participate in meetings of cultural experts in the sub-region with member states;- Collaborate with state experts in the development of the sub-region's strategic axes;- Coordinate the focal points of member states in the area of culture;- Participate in the mapping and general inventory of the tangible and intangible cultural heritage of the Community;- Study, conserve and enhance the tangible and intangible cultural heritage of the Community;- Ensure regional and international cooperation in all areas concerning the protection, conservation and enhancement of the Community cultural heritage;- Participate in the search for funding;- Participate in the organisation of and attend ACP (African, Caribbean and Pacific) Ministerial meetings on culture in Brussels;- Participate in the supervision of consultants, interns or volunteers assigned to the project;- Participate in the formulation and management of the budget related to the sector, programmes and projects emanating from the sector concerned.	
PROFILE REQUIREMENTS	
Educational Background	Have a postgraduate degree (5 years of university education or equivalent) in Social Sciences, Art History or related fields.

Experience	Have at least 8 years of professional experience at similar levels of responsibility (See Article 13 of the ECCAS Staff Regulations) in the field of Culture with projects and programmes management and in the management of partnerships and funding mechanisms.
Expertise	<ul style="list-style-type: none"> - Central Africa and ECCAS member countries; - Sub-regional institutions in the cultural sector: AU, UNESCO, Francophonie, OIF; - Sub-regional institutions in the cultural sector; - Texts, Treaties and international legislation on subjects related to Culture; - Knowledge of AU cultural texts and policies (Agenda 2063, Continental Charter on Culture), and UN Sustainable Development Goals; - In-depth knowledge of legal texts in the field of culture, such as the ECCAS Cultural Strategy; - Regional integration issues and their policy implications; - Rules and procedures of donors, particularly UNSECO, OIF, ACP, EU; - Principles of results-based management and project monitoring and evaluation system; - Project planning and management techniques; - Language: English, Spanish, French and Portuguese required.
Technical Skills	<ul style="list-style-type: none"> - Have advanced professional and managerial skills; - Ability to design, plan, manage and evaluate large teams where appropriate - Communicate orally and in writing in a multicultural environment; - Establish and maintain effective working relationships with senior officials and technical experts; - Plan events; - Conduct studies by processing statistical data; - Make complex recommendations in a clear and concise style; - Negotiate partnerships with donors, specialised agencies on technical issues - Manage and monitor projects, plans and programmes; - Organise and lead technical meetings with all types of internal and external interlocutors; - Use computer tools: Word, Excel, PowerPoint; - Use data processing tools.
Behavioural Competencies	<ul style="list-style-type: none"> - Results orientation; - Pedagogical skills; - Anticipation; - Ability to analyse and synthesise; - Organisational skills, time management and rigour; - People skills, listening skills and interpersonal skills.
EMPLOYMENT CONDITIONS	
Remuneration	<ul style="list-style-type: none"> - Salary and benefits in accordance with the ECCAS salary structure.

Nationality & gender	<ul style="list-style-type: none"> - Be a national of an ECCAS member state; the overall geographical balance between member states will be taken into account during recruitment; - Female candidates are encouraged to apply.
APPLICATION DOCUMENTS	
<ul style="list-style-type: none"> - Motivational letter of application; - Detailed curriculum vitae including full contact details of the applicant (full name, address, telephone, fax, e-mail); - Citizenship certificate; - A copy of birth certificate or supplementary judgement in lieu thereof; - A copy of criminal record (bulletin n°3) not more than three months old; - Certified copies of academic degrees and diplomas; - Work certificates and documents attesting to professional references; - A medical certificate issued by a registered doctor; - Full identities of three referees who are not related to the applicant and who can attest to the applicant's professional and moral qualities; 	
<p>The complete file, bearing the reference: 004/CEEAC/COM/PGDHS/DECT/SC/2022</p>	
<p>and the job title « CULTURAL EXPERT », must be sent exclusively by e-mail to the following address:</p>	
<p>recrutements@ceeac-eccas.org.</p>	