

UNESCO Project Assistant - South Africa (Application Guide)

UNESCO Project Assistant (Pretoria, South Africa) Application Guide

Organization: UNESCO United Nations Educational, Scientific and Cultural Organization

Location: Pretoria, South Africa

Closing Date: 4 November 2025

Contract Type: Non-Staff (1 Year Fixed Term)

Eligible Applicants: South African Nationals Only

1. Job Overview

UNESCO is seeking a Project Assistant for its EU-funded project Africa-Europe Partnerships for Culture.

The role focuses on supporting administration, logistics, and coordination for cultural and heritage-based sustainable tourism across six Southern African countries.

2. Eligibility Criteria

- Must be a South African citizen.
- Completed secondary or technical/vocational education.
- At least 2 years of experience in project management, administration, or development.
- Proficiency in English (written and spoken).

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- Strong IT, organizational, and problem-solving skills.
 - Experience with EU or UN-funded projects is an advantage.
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3. Key Responsibilities

- Support project logistics and administration.
 - Organize meetings, workshops, and travel arrangements.
 - Prepare contracts, track payments, and maintain records.
 - Draft communications and reports.
 - Assist with event coordination and documentation.
 - Maintain electronic and physical filing systems.
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4. Documents Required for Application

Prepare clear and certified copies of the following documents:

- Updated CV (maximum 3 pages)
 - South African ID copy
 - Educational certificates
 - Proof of relevant experience
 - Short cover letter (explaining your motivation and suitability)
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5. How to Apply (Step-by-Step)

1. Visit the official UNESCO careers portal:

<https://careers.unesco.org/>

2. Create a UNESCO Careers Account:

- Click on Sign In then Create Account.
- Fill in your personal and contact details.
- Confirm your email address.

3. Search for the Vacancy:

- In the search bar, type Project Assistant South Africa.
- Ensure the reference matches the 2025 UNESCO listing.

4. Read the Job Description:

- Go through all sections to confirm you meet all requirements.

5. Complete the Online Application Form:

- Fill in accurate details about education, employment, and references.
- Upload your documents (CV, ID, certificates) in PDF format.

6. Submit your Application:

- Double-check for errors.
- Click Submit before 4 November 2025 (Midnight Pretoria Time).

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7. Confirmation:

- You'll receive an email confirming your application submission.
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6. After Submission

- Shortlisted candidates may undergo online assessments or interviews.
 - Final selection includes reference checks.
 - Only shortlisted candidates will be contacted.
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7. Application Tips

Use a professional email address.

Keep your CV concise and relevant.

Do not send incomplete applications.

Avoid last-minute submissions apply at least 5 days before the deadline.

Double-check spelling and grammar before submitting.

8. Support and Resources

Official Website: <https://careers.unesco.org/>

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Regional Office: <https://en.unesco.org/fieldoffice/harare>

Career Updates: <https://wikihii.co.za/>

WhatsApp Alerts: Jobs Connect ZA <https://whatsapp.com/channel/0029Vb6K4dfJf05kR0cUIB0E>

Prepared by: Wikihii Africa Career Desk

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