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PROGRAMME SPECIALIST (COMMUNICATION AND INFORMATION)

Post Number : CI 119

Grade : P-3

Parent Sector : Communication and Information Sector (CI)

Duty Station: Paris

Job Family: Communication and Information

Type of contract : Fixed Term

Duration of contract : 2 years with possibility of renewal

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 05-SEP-2022

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

OVERVIEW OF THE FUNCTIONS OF THE POST

The Communication and Information Sector's mission is to promote freedom of expression, media development and media literate societies, and to build knowledge societies through fostering universal access to information, innovation for sustainable development and the preservation of documentary heritage. (The role of this vacant position does not include responsibility for UNESCO's wider external communications, which is managed by the Department for Communications and Public Engagement).

Under the overall authority of the Assistant Director-General for Communication and Information (ADG/CI), guidance from the Director for Partnerships and Operational Management and the Director of Policies in the Field of Communication and Information, and the direct supervision of the Chief of Section for Digital Innovation and Transformation (CI/DIT), the incumbent is responsible for implementing, monitoring and reporting on projects and programmes relating to green digital transformation and Internet Governance.

The incumbent works within the frameworks of UNESCO's Medium-Term Strategy (C/4), the approved Programme and Budget (C/5) and governing body decisions towards internationally agreed development goals, such as outlined in the 2030 Development Agenda (SDGs) and the Paris agreement. Within this context, the incumbent's main tasks will be to:

Programme and Project Work:

- Implement, monitor, evaluate and report on UNESCO's Internet Universality and ROAM-X indicator (IUI) work, including the creation and dissemination of publications and Toolkits.
- Facilitate UNESCO's Digital Governance work, including the Internet Governance Forum. Provide IUI programme and project support. Provide IUI programme and project support: analyze specific data and needs, advocate for and develop Internet Universality proposals for final review and approval; define and revise project requirements and specifications ensuring consistency with relevant priorities and available resources draft and or review reports; develop schedules and methods for managing project implementation; monitor project implementation and progress, participate in project review and evaluation meetings, and take action or provide substantive inputs to improve delivery and/or resolve implementation issues/challenges in collaboration with project staff and partners.

Advice and Knowledge Management:

- Provide information and technical advice to governments, peers, management and colleagues on a variety of subject specific items, including on UNESCO's Internet Universality and ROAM-X indicators at global, regional and national levels, ensuring quality and facilitating also the policy recommendations' follow-up after the national IUI assessments.
- Remain aware of developments and advancements in areas of green digital transformation and emerging technologies (e.g. web 3.0, metaverses, AI) in order to inform and support governments, ministries and colleagues on policy formulation, project development, resources and best practices.
- Research, recommend and contribute to the development and expansion of a knowledge base on the particular area(s)/theme(s) of assignment, ensuring regular contributions communication activities, including web, social media and printed content and dissemination to colleagues, peers and stakeholders.

Networking and Partnerships:

- Liaise with colleagues within the Sector and in other Sectors, Field Offices, Institutes.
- Attend and participate in meetings, conferences, workshops and seminars, promoting knowledge sharing and contributing to advocacy efforts reaching out to public and private sector partners and stakeholders.

Resource Mobilization:

- Contribute to resource mobilization by playing an active role in funding and project proposal development, submission and follow-up and participate in fundraising events and activities.
- Prepare a variety of inputs and work to generate extra-budgetary funding and projects, taking into account Section, Sector, Member States and donor priorities. Participate in fundraising events and activities.

COMPETENCIES (Core / Managerial)

Communication (C)

Accountability (C)

Innovation (C)

Knowledge sharing and continuous improvement (C)

Planning and organizing (C)

Results focus (C)

Teamwork (C)

Professionalism (C)

For detailed information, please consult the [UNESCO Competency Framework](#).

REQUIRED QUALIFICATIONS

Education

- Advanced university degree (Master's or equivalent) in communication, information, computer science, political sciences or related field.

Work experience

- A minimum of four years of relevant professional work experience in implementing and monitoring ICT/communication/information programmes, of which preferably two years acquired at the international level.
- Demonstrated experience in cooperation programmes and in the area of fund-raising and resource mobilization. Proven experience in developing proposals and agreements to external funders.
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Skills/Competencies

- Sound knowledge of digital transformation and digital governance issues, particularly Internet governance.
- Excellent IT skills.
- Good understanding of the emerging communication and information technologies.
- Good project management skills.
- Good policy development competencies.
- Ability to participate effectively in high-level negotiations with internal and external partners.
- Good information and knowledge management skills.
- Capacity to represent the Organization competently and convincingly.
- Good fundraising, excellent negotiation and networking skills.
- Good written and oral communication and social media skills.
- Good ability to work effectively in a team and to maintain effective working relationships in an international or multicultural environment.

Languages

- Excellent knowledge of English.

DESIRABLE QUALIFICATIONS

Work experience

- Experience working with developing countries.
- Experience working with government counterparts and managing programmes using digital solutions.

Skills/Competencies

- Knowledge of funding and other resource mobilization mechanisms.
- Sound knowledge of the United Nations system, including Sustainable Development Goals.

Languages

- Good knowledge of French.
- Knowledge of other official languages of UNESCO (Arabic, Chinese, Russian, Spanish).

BENEFITS AND ENTITLEMENTS

UNESCO's salaries consist of a basic salary and other benefits which may include if applicable: 30 days annual leave, family allowance, medical insurance, pension plan etc. The approximate annual starting salary for this post is 84 634 \$.

For full information on benefits and entitlements, please consult our [Guide to Staff Benefits](#).

SELECTION AND RECRUITMENT PROCESS

Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the [UNESCO careers website](#). No modifications can be made to the application submitted.

The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview.

UNESCO uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.

UNESCO recalls that paramount consideration in the appointment of staff members shall be the necessity of securing the highest standards of efficiency, technical competence and integrity. UNESCO applies a zero-tolerance policy against all forms of harassment. UNESCO is committed to achieving and sustaining equitable and diverse geographical distribution, as well as gender parity among its staff members in all categories and at all grades. Furthermore, UNESCO is committed to achieving workforce diversity in terms of gender, nationality and culture. Candidates from non- and under-represented Member States ([last update here](#)) are particularly welcome and strongly encouraged to apply. Individuals from minority groups and indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the highest level of confidentiality. Worldwide mobility is required for staff members appointed to international posts.

UNESCO does not charge a fee at any stage of the recruitment process.

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