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## PROGRAMME SPECIALIST (COMMUNICATION AND INFORMATION)

Post Number : CI 062

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) : 15-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 Division for Communications and Public Engagement.)

Under the overall authority of the Assistant Director-General, Communication and Information (ADG/CI), and the direct supervision of the Chief of Section, the incumbent is responsible for conceiving, implementing, and monitoring Regular Programme and extra-budgetary projects, including transversal actions, in the domain of media in crisis preparedness and response.

The incumbent works within the frameworks of UNESCO's Medium-Term Strategy (C/4), the approved Programme and Budget (C/5), and according to global development plans such as the 2030 Sustainable Development Goals (SDGs).

In this context, the incumbent will be expected to perform the following tasks:

**Programme and Project Work:**

- Implement, monitor, evaluate and report on Regular Programme activities as well as extra-budgetary projects and programmes, assuming one or more thematic responsibilities. Achieve, and help field offices achieve, C/5 targets in the assigned domains. Monitor implementation rates and reporting deadlines. Ensure results are aligned to performance indicators.

**Advice and Knowledge Management:**

- Ensure technical backstopping for activities and projects in the field of media in crisis preparedness and response. Produce tools, resources and policy documents. Recommend and contribute to the expansion of a knowledge base in this area, propose approaches, develop strategies, and answer to Member States' needs.

**Networking and Partnerships:**

- Liaise with colleagues within the Sector and across UNESCO. Conduct global events. Conceive and coordinate social campaigns held at international level that advocate a concept or value. Broaden partnerships and networks with media professionals and relevant partners.

**Resource Mobilization:**

- Contribute to resource mobilization; develop project funding requests and partnership agreements and prepare submissions. Increase fund-raising. Identify interest in supporting media in crisis preparedness and response, through bilateral funding sources, private sector, in-kind contributions, high network individuals and other. Obtain and prepare application requirements, identify fund-raising trends, opportunities and risks, and maintain mutually beneficial relations with donors.

**Administrative Support:**

- Draft briefings, news items, articles, social media material, reports, replies to deadlines, etc. Manage social media content and platforms, as well as track information online, including data on webcasting, live streaming connections, social media channels (downloads, hits, video and audio plays, unique page views, etc.).

**COMPETENCIES (Core / Managerial)**

Accountability (C)

Communication (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 the field of communication, information, media, public information or journalism.

**Work Experience**

- A minimum of four (4) years of progressively responsible and relevant professional experience in the field of communication, information, media, public information and/or journalism, of which at least 2 years acquired at the international level.
- Two (2) years of experience of work with or for media in crisis, emergency or conflict situations.
- Proven experience in fund-raising, for media-related projects.
- Experience in developing the strategy and coordinating social campaigns held at international level that advocate a concept or value (not a product), as well as organizing global events.

**Skills/Competencies**

- Good communications skills, including writing news items, articles, social media material and reports. Capacity to ensure accuracy of documents paying close attention to detail, and correct use of reference sources, quotes, and evidence-based recommendations.
- Good knowledge of media pluralism and diversity stakes and actions.
- Good competences to manage social media content and platforms as well as to track information online, including data on webcasting, live streaming connections, social media channels (downloads, hits, video and audio plays, unique page views, etc.) and image rights.
- Knowledge of graphic design, multimedia or audio and visual productions (use of Illustrator, InDesign, QuarkXPress, Affinity Publisher, Premiere Rush, Quik, Hindenberg Journalist Pro et / ou autres), and competencies to assess deliverables resulting from professional recordings.

**Languages**

Excellent knowledge of at least one of the working languages (English or French, preferably French), and good knowledge of the other language.

**DESIRABLE QUALIFICATIONS****Work Experience**

- Experience in UN Agencies, Funds or Programmes.

**Skills/Competencies**

- Capacity to manage a heavy and varied workload effectively and manage competing demands under time pressure, maintaining high levels of accuracy while ensuring coordination of activities across diverse units and countries.

**Languages**

- Knowledge of another official UNESCO language would be an asset (Arabic, Chinese, Russian and/or 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 US \$.

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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