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SENIOR COMMUNICATION OFFICER

Post Number : ED 019

Grade : P-5

Parent Sector : Education Sector (ED)

Duty Station: Paris

Job Family: Education

Type of contract : Fixed Term

Duration of contract : 2 years, renewable

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 23-DEC-2022

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

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the direct supervision of the Assistant Director-General for Education (ADG/ED), the incumbent is responsible for defining, in conjunction with senior management, the sector's overall communications strategy in an integrated manner, and implementing it through impactful, coordinated evidence-based narratives on priorities, challenges and flagship programmes, collaborating with headquarters, institutes and field offices. The incumbent will provide direct support to ADG/ED to frame interventions that position UNESCO as the leading education agency entrusted with the coordination of SDG4 and the follow-up to the Transforming Education Summit, reflecting its comprehensive and humanistic mandate.

In particular, the incumbent will:

- Provide strategic advice and assist ADG/ED in her internal and external operational duties to position UNESCO as a global reference on transformative education and a catalyst in influencing education policy and practice.
 - Write and edit a wide range of materials for ADG/ED, including speeches, video messages, articles and other articulating a clear vision and narrative that demonstrates the Education Sector's impact and relevance to national, regional and global challenges.
 - Assist ADG/ED in her media and speaking engagements, including preparation of interviews and relations with media and event organizers.
 - Develop strategic communications planning working across the sector and with ADG/ED to identify priorities and streamline communications outreach.
 - Ensure that ED programmes and projects have inbuilt communication strategies that position the Organization's work nationally, regionally and globally.
 - Support the development of key messaging, storytelling and campaigns to position UNESCO and communicate on concrete examples of impact at national level, in collaboration with Knowledge Management Service (KMS), field offices and Institutes.
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- Develop close working relations with partners across the UN system and beyond to build synergies and ensure coordinated and complementary communications.
 - Anticipate communication opportunities and seek new channels to convey UNESCO's education leadership and vision to different audiences, including Member States, UN, civil society organizations and youth.
 - Work in close collaboration with KMS to guide colleagues across the Sector with messaging, social media, quality assurance and promotion of publications and outreach .
 - Increase visibility through partnerships with range of external actors linked to key occasions and work closely with Communications and Public Engagement Division (CPE) on increasing media outreach and building dialogue with journalists and editors.
 - Ensure the overall management of the Communications Team; provide guidance and ensure the staff's continuous learning and professional development.

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)

Building partnerships (M)

Driving and managing change (M)

Strategic thinking (M)

Leading and empowering others (M)

Making quality decisions (M)

Managing performance (M)

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

REQUIRED QUALIFICATIONS

Education

- Advanced university degree (Master's or equivalent) in communication, journalism, education, public international affairs or related field. A first level university degree in the specified field of studies with two additional years of relevant professional experience may be accepted in lieu of an advanced university degree.

Work Experience

- Minimum ten (10) years of progressively responsible relevant professional experience in the area of communication, public information, of which preferably seven years acquired at the international level.
- Experience in coordinating a variety of contributions and inputs with the view to align objectives and priorities and reconcile competing priorities.

Skills and Competencies

- Commitment and knowledge of the Organization's mandate, vision, strategic direction and priorities.
- Excellent coordination and interpersonal skills.
- Excellent analytical, diplomacy and advocacy skills, in particular ability to collect, synthesize and analyse information from various sources and convey messages.
- Ability to develop communication strategies and manage implementation of public information campaigns with various promotional and publicity techniques.
- Ability to take initiatives and to manage competing priorities, organize and prioritize workloads to meet established and short deadlines.
- Excellent knowledge and understanding of SDG4 and global education issues.
- Proven ability to lead, manage and motivate staff and teams in a multicultural environment.
- Good knowledge of IT tools: Microsoft Pack and advanced planning and management software.

Languages

- Excellent knowledge (written and spoken) of English and good working knowledge of French.

DESIRABLE QUALIFICATIONS

Work Experience

- Experience in strategic global communication, policy advocacy, and innovative partnerships relation in an international organization.
- Experience in speech writing and in the field of public information, particularly in the United Nations System, and working to tight deadlines.

Skills and Competencies

- Good knowledge and understanding of UNESCO mandate, particularly Sustainable Development Goal 4.
- Familiarity with the work and general functioning of international organizations and/or the United Nations System

Languages

- Knowledge of another official language of UNESCO (Arabic, Chinese, Russian and 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 USD 126,476.

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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