

Search by Keyword

Show More Options

Search by Location

Search Jobs

Clear

Select how often (in days) to receive an alert:  [✉ Create Alert](#)

Share this Job

[Apply now »](#)

## SENIOR COMMUNICATION AND LIAISON OFFICER

Post Number : PAX 250

Grade : P-4

Parent Sector : Priority Africa and External Relations Sector (PAX)

Duty Station: Paris

Job Family: External Relations

Type of contract : Fixed Term

Duration of contract : 2 years, renewable

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 01-DEC-2022

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

### OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Assistant Director-General for Priority Africa and External Relations (ADG/PAX) and the direct supervision of the Chief of the Coordination and Field Support Office (PAX/COR), the Senior Communication and Liaison Officer is responsible for developing and implementing communication strategies, campaigns and events and other initiative in support of the Sectors priorities and activities, ensuring alignment with the global communication strategy of the Organization.

The incumbent manages the overall coordination of the UNESCO's Anniversaries programme as well as UNESCO Prizes and provides strategic guidance and advice to Member States, Permanent Delegations, National Commissions and Programme Sectors on the implementation of these programmes.

The incumbent will, in close cooperation with the Division for Communications and Public Engagement (CPE), provide communication support to the work of the PAX Sector ensuring that the Sector communicates and reports on its strategic focus and activities clearly, coherently and consistently, to stakeholders and the wider public, so as to promote the Sector's work.

In particular, the incumbent will perform the following tasks:

- Define and implement a clear, coherent and consistent communication, outreach and publications strategy for the Sector's advocacy campaigns that favourably impact the views of the institutional partners in order to strengthen the quality relevance, timeliness, visibility of all PAX publications and outreach materials.
- Define, oversee management, development and elaboration of content for the website for Member States and their National Commissions, in collaboration with CPE, Programme Sectors' web responsables and PAX regional units.
- Manage, create synergies and collaborations between Sectors and National Commissions for the Programme of celebration of anniversaries proposed by Member States, by identifying and analyzing the links between the proposed anniversaries and the programmes and priorities of the Organization, and advise the Sector's Senior Management in order to prepare adequate follow-up action with Member States. Ensure efficient and transparent management of the Programme in strict conformity with the relevant resolutions, decisions and UNESCO Manual in close liaison with the Cabinet of the Director-General, Programme Sectors and Field Offices. Prepare the required statutory documents on the implementation of the Programme for the Governing Bodies in conformity with the resolution on the anniversaries as well as other correspondence, information notes, substantive policy briefings on politically sensitive issues and statistical analysis concerning the Programme.
- Lead the implementation and act as the Focal Point for the UNESCO Revised Strategy for UNESCO Prizes ensuring full compliance of existing and future prizes with the revised strategy for UNESCO Prizes; provide guidance and advice to Member States and Programme Sectors on the implementation of the Strategy, alignment of statutes and financial regulations, preparation of feasibility studies for new prizes, assessment reports for renewal of prizes
- Act as the Sector's Focal Point for special events and exhibitions organized at UNESCO by providing the necessary political review, risk analysis and advice to facilitate the decision-making process by the Sector's Senior Management.

## **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)

Leading and empowering others (M)

Making quality decisions (M)

Managing performance (M)

Strategic thinking (M)

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

## REQUIRED QUALIFICATIONS

### Education

- Advanced university degree (Master's or equivalent) in the field of International Relations, Political Science, Social Sciences or in another related area.

### Work Experience

- Minimum of seven (7) years of progressively responsible relevant experience in the field of diplomacy, international relations, or related fields, of which preferably 3 years acquired at the international level.
- Proven experience in development of analytical, strategic documents and advice.
- Experience in development and implementation of communication and/or publication strategies.

### Skills & Competencies

- Commitment and knowledge of the Organization's mandate, vision, strategic direction and priorities.
- Excellent coordination and interpersonal skills.
- Excellent analytical and drafting skills, including demonstrated ability to provide high-level advice.
- Ability to collect, synthesise and analyse information from various sources.
- Proven ability to communicate, advocate, and negotiate with colleagues, staff and stakeholders at all levels within and outside the Organization.
- Demonstrated management and organizational skills.
- Sense of diplomacy, tact and discretion.
- Proven ability to work effectively in a team and motivate teams in a multicultural environment.

### Languages

- Excellent knowledge (written and spoken) of English or French and good knowledge of the other language.

## DESIRABLE QUALIFICATIONS

### Work Experience

- Experience in conducting dialogue with representatives of Member States.

### Skills & Competencies

- Familiarity with the work and general functioning of international organization and/or the UN system.
- Sound judgement and decision-making skills.
- Sound knowledge and understanding of current international affairs.

### Languages

- Knowledge of other official UNESCO languages (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 105 464 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.*

[Apply now »](#)

[Disclaimer of use](#)

---

[Access to Information Policy](#)

---

[Privacy Policy](#)

---

[UNESCO Name & Logo](#)

---

[FAQ](#)

---

[Environmental and Social Policies](#)

---

[Protection of human rights : Procedure 104](#)

---

[Transparency Portal](#)

---

[Scam alert](#)

---

[Report fraud, abuse, misconduct](#)

---

© UNESCO 2019

---



UNESCO applies a zero tolerance policy against all forms of harassment