

ASSOCIATE PROGRAMME SPECIALIST (COMMUNICATION AND INFORMATION)

Post Number : CI 142

Grade : P-2

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, renewable

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 15-JAN-2024

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 for Communication and Information (ADG/CI), guidance from the Director for the Division of Freedom of Expression, Media Development and Media and Information Literacy, and the direct supervision of the Head of the Media and Information Literacy and Digital Competencies Unit (CI/FMD/MIL), the incumbent is responsible for providing professional and technical support, research and analysis to the CI/FMD/MIL Unit, cross-sectional and intersectoral work, as well as supporting media and information literacy and digital competencies activities and initiatives. S/he will provide technical and administrative support in relation to international normative instruments and statutory processes as relevant.

In particular, the incumbent will be responsible for the following:

Programme and Project Support

- Contribute technical inputs for the administration and implementation of programmes and projects with specific focus on MIL.
- Carry out thematic and situational analysis, including analysis and evaluation of project and programme implementation and delivery.
- Assist in drafting project documents and reports and draft proposals setting out plans for implementation of programme/project development as well as comments on project progress.
- Identify opportunities or areas for increased inter-disciplinary collaboration.
- Provide substantive, logistical and administrative support to projects, consultations, meetings, events and missions.
- Provide information and technical guidance to Field Offices and project partners on programme priorities, project formulation requirements and other practical information to support the project submission cycle.
- Monitor and adjust project budget expenditures based on changed work plans.

- Gather, review and compile contributions for the preparation of statutory reports, documents and processes and keep track of outcomes of international normative instruments and nomination cycles as relevant.

Research and Knowledge Management

- Conduct research, compile analysis, data and inputs for publications, documents, projects and policy proposals and recommend elements for inclusion – supporting the development of tools to facilitate the ongoing monitoring of impact of UNESCO MIL work on various stakeholder groups.
- Ensure knowledge management, websites and information systems are up-to-date and content is coordinated and shared with colleagues to ensure online discussions and information exchange.
- Analyze MIL best practices and current trends to contribute inputs and recommendations to a variety of proposals and reports.

Partnership

- Analyze and support partnerships and synergies through UNESCO MIL networks and related networks around the world to amplify UNESCO's work on MIL and ensure cost efficiency.
- Contribute to technical content development, and compile background data for potential partnerships and UNESCO presence in strategic MIL related conferences and fora around the world.

Resource Mobilization

- Analyze and compile background data for fundraising events and opportunities.
- Carry out research to support preparation of project proposals on MIL with connection to other thematic areas.
- Support joint multi-country projects funded for implementation at national level or by Field Offices.

Administrative Support

- Support unit and corporate communication by drafting and generating documents and visual, online and written communication and information materials, and prepare briefings.

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)

REQUIRED QUALIFICATIONS

Education

- Advanced university degree (Master's or equivalent) in journalism, media, communication and information, digital technologies, education, media and information literacy, international development, or another related field.

Work Experience

- A minimum of two (2) years of relevant professional experience in the coordination of activities, projects and advocacy in the field of media and information literacy, of which preferably 1 year acquired at the international level.
- Professional experience in results-based project management.
- Experience in organizing international conferences or events.

Skills/Competencies

- Strong analytical skills.
- Ability to transform dense technical and programmatic information into engaging content that is accessible to the general public and a wide array of partners and stakeholders.
- Diplomacy and advocacy skills, in particular the ability to collect, synthesize and analyze information from various sources and convey messages.
- Good knowledge of communication strategies and techniques.
- Excellent organizational and planning skills, following a results-based approach.
- Excellent interpersonal and communication skills, and ability to process and share knowledge on sensitive and complex issues.
- Ability to establish and maintain effective working relationships in a multicultural environment.
- Strong capacity for, and appreciation of, teamwork.
- Flexibility to adjust work schedules and manage competing priorities, organizing and prioritizing workloads to meet established deadlines.
- Excellent IT skills, with proficiency in the use of MS Office (Outlook, Word, Excel, PowerPoint, etc.).

Languages

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

DESIRABLE QUALIFICATIONS

Education

- Advanced university degree with emphasis on Media and Information Literacy and Digital Competencies.

Work Experience

- Experience working in the United Nations System or another international organization.
- Practical experience in research in the field of Media and Information Literacy and Digital Competencies.
- Experience in managing large membership networks.
- Experience in liaising with donors and MIL-related organizations.
- Experience in coordinating financial and administrative actions related to project implementation and management in an international organization or the United Nations System.
- Experience in producing assets for social media.

Skills/Competencies

- Very good understanding of UNESCO's work to promote Media and Information Literacy and Digital Competencies in connection with development priorities or social opportunities and challenges.

Languages

- Knowledge of other official languages of UNESCO (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 76 371 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.