

## HEAD OF UNIT (PUBLICATIONS)

Post Number : CPE 015

Grade : P-4

Parent Sector : Division for Communications and Public Engagement (CPE)

Duty Station: Paris

Job Family: Public 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-JULY-2024

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

### OVERVIEW OF THE FUNCTIONS OF THE POST

Under the authority of the Director of the Division for Communications and Public Engagement (CPE), the incumbent is responsible for driving the development and implementation of UNESCO's publications strategy. His/Her excellent editorial skills and knowledge of the publishing industry landscape media will enhance the quality and strategic positioning of UNESCO's publications, reports and editorial projects, with a view to Inform, Inspire and Engage the public and new partners.

The incumbent is responsible for the overall supervision of all publications projects, as well as for the development of tailored and targeted editorial projects. S/He uses her/his knowledge of the international publications landscape, as well as her/his relationships with editors, publishers and distribution companies to structure the entire publications flow, from planning and production to storage, distribution and promotion as well as to consolidate and further develop the editorial policy for UNESCO publications.

S/He is a senior and seasoned publications specialist, with the ability to develop editorial and publications projects from the ground up, and strengthen UNESCO's image, reputation and visibility through world-class publication projects.

In particular, the incumbent will:

- Supervise and coordinate the Publications team, leading CPE's efforts in publication and editorial projects with a view to enhance the positive presence and visibility of UNESCO's programme and brand. Inspire and manage the Publications team throughout quality control and positioning of UNESCO's projects. Elaborate a publications strategy and a publications plan, taking into account the strategic positioning of UNESCO, evaluating the risks involved for the Organization's image and credibility, with a proven ability to identify stories and projects with the highest potential. Supervise the implementation of the publications plan, including the preparation, validation, translation, and distribution of high-quality publications and editorial products, as well as their promotion, in close coordination with other teams at CPE.

- Coordinate and supervise the drafting and editorial work of the Publications team, to guarantee a high quality of content, style and format, ensuring the compliance of copyright and legal issues for publications projects and co-publishing agreements. Ensure the highest standards of quality in the value chain of UNESCO publications.
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- Develop and maintain networks of global and national publishing contacts, authors and publishing houses, both commercial and institutional, to enhance the visibility of UNESCO and its credibility as a reliable and trusted partner, for co-publishing and partnerships agreements, notably.
  - Pilot and strengthen UNESCO's publication value chain and logistics through the Publications Board, from planning and production tools to storage facilities and promotion and distribution for marketing tools and platforms (e-shop).
  - Represent the Division for Communications and Public Engagement in a variety of communication 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)

Driving and managing change (M)

Leading and empowering others (M)

Making quality decisions (M)

Managing performance (M)

Strategic thinking (M)

Building partnerships (M)

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

### **REQUIRED QUALIFICATIONS**

#### **Education**

- Advanced university degree (Master's or equivalent) in publishing, communication, literature, linguistics, organizational management, marketing or a related field.

#### **Work experience**

- A minimum of 7 years of progressively responsible relevant professional experience in publishing, of which preferably 3 years acquired at international level.
- Solid experience of working in the publishing environment, with proven experience of publications coordination, production and co-edition.
- Experience in co-edition and copyright management.
- Extensive experience in project management.
- Experience in the full publishing cycle, including quality control, production of print and digital formats and dissemination of publications.

#### **Skills and Competencies**

- Strong planning, organizational and coordination skills.
- Excellent managerial skills and flexibility.
- Excellent interpersonal and communication skills (both orally and in writing).
- Excellent drafting and copy-editing skills, and detail-oriented approach.
- Demonstrated ability in coordinating publishing activities and formulating publishing guidelines and guidance tools.
- Demonstrated ability to address complex and sensitive issues with tact and diplomacy.
- Mature judgement, initiative, imagination, creativity and resourcefulness.
- Proven ability to provide strategic direction, plan and establish priorities and implement them.
- Strong outreach skills.
- Monitoring and evaluation skills.
- Budgeting and resource mobilization skills.
- Ability to manage and motivate staff and to maintain effective working relationships in a multicultural environment.

### Languages

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

## **DESIRABLE QUALIFICATIONS**

### Work Experience

- Professional experience in the United Nations System or in an international publishing house.
- Proven experience in E-publishing.

### Languages

- Knowledge of another official language 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 126 118 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.*