

PROGRAMME SPECIALIST (COMMUNICATION AND INFORMATION)

Post Number: 4FJCI 0001RP

Grade: P-4

Parent Sector: Communication and Information Sector (CI)

Duty Station: Apia*

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): 30-OCT-2024

*** Multiple Duty Stations in the Pacific region.**

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) and the direct supervision of the Director of the Office in Apia, the incumbent is responsible for developing, planning and managing a programme of work and, as a team leader, may manage, supervise and guide a team of staff to ensure the delivery of programme initiatives and project activities, from funding proposals to project design to evaluation and reporting.

S/he manages, advises and reports on regular and extra-budgetary programme design and implementation, guidelines, resources and progress. S/he advocates organizational involvement and participation in mainstream communication and information activities and may lead colleagues on particular thematic areas, evaluating progress and performance. S/he substantively contributes to the implementation of the overarching objective of the Organization in the thematic area within the context of the 2030 Sustainable Development Goals (SDGs).

In particular, the incumbent will:

Programme Design and Management:

- Contribute to the conceptualization and design of the Field Office's Communication and Information Strategy and plan, develop, implement and monitor its corresponding programmes, projects and activities. Recommend programme and project approaches, plans,

expansion and changes and develop, propose and advocate thematic inclusions for UNESCO's Medium-Term Strategy (C/4) and Programme and Budget (C/5).

- Identify focus areas within the Member State's national priorities, and when requested by the national authority, align these priorities with UN SDGs and development partners approaches and strategies, identifying inter-sectoral collaboration opportunities in close cooperation with other Field and Headquarters staff and stakeholders.
- Develop projects, programme and funding proposals, oversee agreements and contracts as well as define UNESCO's involvement and mobilize relevant resources.
- Advocate for and encourage inter-sectoral synergies, information sharing and collaboration with other Field Offices and Headquarters.
- Evaluate and report on projects and programmes funded within UNESCO's approved Programme and Budget as well as extra budgetary funds and ensure corrective action is taken to resolve project and programme implementation issues to maintain and improve performance. Prepare or coordinate the preparation of timely inputs for reports to the governing bodies, including quantitative and qualitative information on programme implementation, results, performance indicators and bench marks described in the C/5 document and other reports for projects funded by voluntary contributions including for the International Programme for the Development of Communication (IPDC) and the Information for All Programme (IFAP) and other briefings as may be required by Headquarters.
- Promote inter-disciplinary work in the multi-sectoral team effort of the Region, review the UNESCO National Support Strategy (UNESS) in coordination with other UNESCO offices in the Region in the CI Sector, provide complex technical support and extensive professional expertise in view of policy reforms in communication and information to ensure the development and implementation of the strategies in the countries of the Region, and formulate and implement cross-cutting projects. May lead the definition of expanded joint programming/programme opportunities.

Policy Advice:

- Initiate research to develop policy, strategy, action materials and projects in the area of communication and information in response to global issues and challenges. Lead quality assurance exercises. Represent and provide specialized advice and backstopping to other UNESCO Field Offices, Institutes, peers, internal and external colleagues in the Region and stakeholders.
- Evaluate and develop CI Sector wide approaches for the Region in consultation with relevant stakeholders and members of the UN Country teams, analyze UNESCO priorities and propose enhanced concepts, content and design. Develop a knowledge base on communication and information programmes, conduct advanced research and prepare reports and recommendations. Prepare position papers, policy notes and other programme development related activities to support the strategic planning processes in the Field Office. Advocate UNESCO's position/involvement and establish relevant Field Office guidelines. Advise peers, colleagues, partners and governments on policy formulation, programmes and projects, developments and best practices, and emerging trends in the area(s) of assignment.

Networking, Communication and Knowledge Management:

- Represent the Communication and Information Sector in UNESCO's contribution to UN project management systems, UN Country Teams (UNCTS) and recommend improvements to projects at country and regional levels, including the preparation of Common Country Assessments (CCA), UN Development Assistance Frameworks (UNDAF), Country

Programme Documents and Country Implementation Plans (CPD, CIPs) and Country Action Plans (CAP).

- Organize consultations and events and ensure regular contributions and updates to online and knowledge management systems. Plan, develop and implement integrated outreach strategies aimed at expanding and communicating programmes, promoting UNESCO projects and increasing visibility, resources and partnerships. Prepare and implement communication strategies, advocacy plans and visibility materials to raise awareness and widely disseminate results through appropriate media and information channels. Provide specialized expertise, interpretation, assessment and communication to Field Offices, Ministries, peers and other stakeholders.
- Mobilize and coordinate national, regional and international partners working on CI Sector strategy issues in order to support Member States in the Region. Coordinate and expand networks, organize regional and national capacity development workshops and promote knowledge sharing. Initiate Region wide reflection and discussion on policies and strategies.

Resources Mobilization:

- Explore alternative funding mechanisms for the Pacific Region and individual countries in an increasingly competitive international and multilateral environment.
- Prepare concepts and project proposals in accordance with the approved Programme and Budget.
- Collaborate with UN agencies in accessing UN SDG common joint funding, seeking or marketing joint programmes.
- Coordinate and follow-up on funding initiatives and reports, contribute to terms and deliverables, ensuring alignment with overall programme/project objectives. Prepare financial funding proposals and strengthen partnerships with relevant public and private donors. Engage in fundraising events and activities.

Assessment and Evaluation:

- Provide technical, financial and human resources management and backstopping for projects managed. Supervise project consultants, experts and other service providers and follow through on the dissemination of results. Coordinate and supervise staff, including temporary and local staff, and identify human and technical resource needs, recruitment and performance management.
- Develop monitoring mechanisms and ensure the application of assessment tools.
- Assess programme implementation and linkages of programme work, evaluate the impact of activities, identify problems and deficiencies, and initiate or propose corrective or alternative action. Evaluate and report on progress. Study current best practices and professional developments and translate into relevant programmatic and project actions and reports.
- Liaise with other teams to ensure coordination of work across all countries in the Region.
- Participate in leadership/management team meetings.

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)
Making quality decisions (M)
Driving and managing change (M)
Managing performance (M)
Strategic thinking (M)
Leading and empowering others (M)
For detailed information, please consult the [UNESCO Competency Framework](#).

REQUIRED QUALIFICATIONS

Education

- Advanced university degree (Master's or equivalent) in the field of communication and information, media studies, ICTs and/or knowledge society issues, international relations, social or political sciences, or related areas.

Work Experience

- A minimum of seven (7) years of progressively responsible relevant professional experience in the field of communication and information, promoting issues related to free, pluralistic and independent media and/or building inclusive knowledge societies, of which preferably 3 years acquired at the international level.
- Demonstrated experience in designing and implementing programmes/projects in the field of communication and information, or a related field.

Skills/Competencies

- Excellent project management skills.
- Knowledge of development issues and policies, as well as programming policies and procedures in international development cooperation.
- Demonstrated knowledge of programmes covered by the Communication and Information Sector, in particular, freedom of expression, media development and media and information literacy, digital inclusion and policies, and digital transformation.
- Excellent communication (written and oral) and interpersonal skills, and proven ability to build, interact and enhance working relations with a wide range of stakeholders including national/local authorities, relevant IGOs and NGOs.
- Strong analytical, problem solving, organizational and coordination skills.
- Diplomacy, tact and discretion.
- Sound understanding of results-based management, monitoring and evaluation principles.
- Ability to mobilize resources by carrying out scoping activities, identifying opportunities, and drafting project proposals for possible funding opportunities, and build strategic and sustained partnerships.
- Demonstrated capacity to provide guidance and to lead and motivate a multicultural team with sensitivity and respect for diversity.
- Conscientious and efficient in meeting commitments, observing deadlines and achieving results, with the ability to apply flexibility in adjusting work schedules and priorities.
- Excellent IT skills, with proficiency in the use of MS Office (Outlook, Word, Excel, PowerPoint, etc.).

Languages

- Excellent knowledge of English.

DESIRABLE QUALIFICATIONS

Work Experience

- Demonstrated experience in international cooperation programmes.
- Demonstrated experience in fund raising and resource mobilization.
- Experience in partnership-building with UN Agencies, the private sector, civil society and NGOs.
- Experience in developing proposals and agreements to external funders.

Skills/Competencies

- Familiarity with the work and general functioning of UNESCO, international organizations and/or the UN system.

Languages

- Knowledge of another official language of UNESCO (Arabic, Chinese, French, 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 112 586 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.

Please note that UNESCO is a non-smoking Organization.