

ASSOCIATE COMMUNICATION OFFICER (COMMUNICATIONS AND PUBLIC ENGAGEMENT)

OVERVIEW

Post Number : CPE 017

Grade : P-1 / P-2

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) : 22-SEP-2025

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) and the direct supervision of the Senior Communication Officer in charge of Strategic Planning, the Associate Communication Officer contributes to the coordination, planning and implementation of communications activities in the Division. The role emphasizes activities and projects at the field level, ensuring timely information flow on activities in field offices, with a view to maximize the planning and visibility of UNESCO activities on the ground. S/He contributes to the planning, coordination and assessment of UNESCO campaigns and engagement events. S/He collaborates closely with coordination officers, colleagues at Headquarters and in the field, supporting campaigns, engagement events, and providing critical administrative backstopping.

S/He will in particular:

Long Description

1. Coordination

- Assist with the overall management and strategic planning of the Communications and Public Engagement Division (CPE) communication activities.
- Facilitate the collection of inputs and contributions from Sectors and Divisions across the Organization, with a particular focus on field offices activities.
- Liaise with communication officers on the ground to collect information, stories, testimonies of beneficiaries and content for the use by the press, digital content and other teams in CPE.
- Support the internal coordination of the Communications and Public Engagement Division to enhance the operational efficiency and ensure timely delivery of outputs.

2. Backstopping

- In coordination with the Associate Coordination Officer, organize and facilitate the administrative work of the Division, supervising junior administrative assistants, ensuring adherence to corporate standards and established deadlines.
- Monitor work progress, identify priorities and concerns and report to the Director.
- Provide management and administrative support related to the Division's budget, procurement and contracts (temporary staff, interns, long-term agreements, service ...).
- Assist in establishing and revising Regular Programme workplans and managing extrabudgetary funds.
- Ensure full compliance of administrative and financial processes in liaison with relevant UNESCO entities.

3. Content input and updating

- Contribute to the preparation and production of content for the website, social media, the calendar of events and other communication channels, based on collected information.
- Provide technical assistance for the websites and social media, notably by updating contents such as texts, translations and illustrations when needed.

Long Description

4. Monitoring & Communications support

- Produce documentation and analysis for the elaboration of evidence-based corporate results reports.
- Provide documentation and analysis on the monitoring and implementation of UNESCO's communication.
- Contribute to data analysis for decision-making and produce updated information about relevant trends, best practices, and innovations in the field of strategic planning.

5. Internal Communications

- Develop and produce internal and external basic information materials about UNESCO's main activities, to foster a common culture within the Organization, sharing common knowledge of activities led at the Division for Communications and Public Engagement (CPE) level in headquarters and in the field.

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)

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

REQUIRED QUALIFICATIONS

Education

- Advanced university degree (Master's or equivalent) in the field of communication, public administration, international relations, languages or related fields.
- A first level university degree in combination with two additional years of qualifying experience may be accepted in lieu of an advanced university degree.

Work Experience

- A minimum of two (2) years of relevant professional experience in the field of communication, of which preferably one (1) year acquired at international level.
- Proven experience in coordinating, planning and implementing communication activities, project management, or administrative support.
- Experience in producing website updates or event-related content.

Skills and Competencies

- Strong organizational and multitasking abilities, with a proven capacity to manage competing priorities and meet tight deadlines.
- Excellent analytical and problem-solving skills, with attention to detail and commitment to accuracy and compliance in managing administrative and coordination processes.
- Skilled in collecting, synthesizing, and presenting information clearly and concisely.
- Ability to work independently and prioritize tasks in alignment with organizational goals.
- Flexibility and ability to adapt to changing priorities.
- Team-oriented and culturally sensitive, with strong interpersonal and communication skills for effective collaboration across diverse teams.
- Demonstrated discretion, tact, and diplomacy.
- Proficient in standard office software (e.g., MS Office, Outlook, Excel) and digital collaboration tools (e.g. MS Teams, Trello).

Languages

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

Long Description

DESIRABLE QUALIFICATIONS

Work Experience

- Experience in budget management, procurement and administrative processes.
- Work experience in similar functions within the United Nations system or an international organization/institution.

Skills and Competencies

- Knowledge and experience of Content Management Systems (CMS) (Drupal).

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 68 555 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 an 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.