

CHIEF OF SECTION (UNIVERSAL ACCESS TO INFORMATION AND DIGITAL INCLUSION)

Post Number : CI 063

Grade : P-5

Parent Sector : Communication and Information Sector (CI)

Duty Station: Paris

Job Family: Programme Coordination

Type of contract : Fixed Term

Duration of contract : 2 years, renewable

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 25-JUL-2025

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), the supervision of the Director of the Division for Digital Inclusion and Policies and Digital Transformation (CI/DPT), the incumbent, as Chief of Section, acts as a thematic programme leader for Universal Access to Information and Digital Inclusion and is responsible and accountable for defining, in conjunction with senior management, Section priorities and translating those into programmatic strategies, initiatives and activities that advance the Sector's and Organization's objectives and reputation. The incumbent leads the staff of the Section in the achievement of priorities via a coordinated service platform, actively mobilizes resources and exercises sound human and financial asset management, formulates original policy, and works across Sections and Field Offices, as well as Sectors as relevant, to promote and deliver Section goals.

In particular, the incumbent will:

Vision:

- Provide thematic programme leadership and authoritative advice and guidance on Universal Access to Information and Digital Inclusion within and across Sections, and in liaison with Field Offices, in order to conceptualize, develop and deliver a comprehensive and coordinated platform, including the design of relevant strategies, policies, objectives and deliverables.
- Define priorities and formulate appropriate responses, actions and initiatives related to Universal Access to Information and Digital Inclusion.

Programme Design, Implementation and Management:

- Direct the design, implementation, monitoring, evaluation and reporting of work plans, initiatives and activities on the theme of Universal Access to Information and Digital Inclusion, ensuring continuous learning and optimization of resources.

- Ensure the transformation of Universal Access to Information and Digital Inclusion work plans into impactful programmes, projects and campaigns, as well as the preparation, organization, implementation and visibility of Section specific international events.
- Determine items for the programme and budget of the Section and translate them into objectives and action plans for the Section, ensuring alignment with broader Sector priorities.

Resource Mobilization:

- Actively explore and engage in resource mobilization activities for extrabudgetary resources for thematic areas related to Universal Access to Information and Digital Inclusion including proactively mapping and engaging donors with innovative project initiatives which could attract support.
- Supervise the entire fund-raising process, including donor intelligence and cultivation, the development of concept notes and proposals, the validation of progress and final reports, donor reports, and the timely and effective implementation and completion of programme/project activities.
- Actively network to strengthen key partnerships and to obtain funding and increased visibility for the programme.

Policy Development, Representation and Capacity Building:

- Provide substantive advice on Universal Access to Information and Digital Inclusion to internal and external stakeholders, including on emerging trends, developments and challenges.
- Formulate policies to address such issues, influencing and guiding the development of policy positions.
- Prepare substantive inputs to statutory and institutional documents.
- Represent the Section and Sector at national, regional and international meetings, conferences, seminars and events.
- Establish and maintain strategic dialogue with Member States to assist them to identify and formulate their needs and coordinate with various stakeholders, including representatives of UN agencies, governmental bodies, civil society and the private sector, to facilitate and promote cooperation and outreach and to ensure alignment in key operational areas.
- Share and disseminate information, knowledge and best practices, provide backstopping support to Field Offices, and ensure the development of meaningful capacity development opportunities.

Administrative Management and Staff Development:

- Supervise, motivate and empower human assets.
- Monitor progress and ensure continuous learning and development, provide regular feedback and follow up in line with the performance management cycle.
- Manage the Section's budgets and ensure other administrative tasks, such as oversight of documents, monitoring and reporting requirements, are completed in line with existing rules and regulations.
- Establish internal guidelines and procedures according to general administrative rules and regulations and ensure compliance.

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 communication and information, ICTs and/or knowledge society issues, or other related fields such as international relations, social or political sciences, or related areas.

Work Experience

- A minimum of ten (10) years of progressively responsible relevant professional experience in the field of communication and information, ICTs, digital issues and/or digital transformation, promoting issues related to building inclusive knowledge societies, of which preferably five (5) years acquired at international level.
- Demonstrated experience in designing and implementing programmes/projects in the field of communication and information, in particular universal access to information and digital inclusion.
- Demonstrated experience in successful fund-raising and resource mobilization for international cooperation programmes.

Skills & Competencies

- Demonstrated knowledge of programmes covered by the Communication and Information Sector, and in particular Universal Access to Information and Digital Inclusion.
- Excellent project management skills.
- Knowledge of development issues and policies, as well as programming policies and procedures in international development cooperation.
- 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.
- Skillful at communicating and packaging results to increase the visibility and recognition of the work carried out by the Section and the CI Sector.
- Strong analytical skills, 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 lead, motivate and provide guidance to 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 and working knowledge of French.

DESIRABLE QUALIFICATIONS

Work Experience

- Experience in partnership-building with UN Agencies, the private sector, civil society and NGOs.
- Demonstrated experience leading international cooperation programmes in governments or other intergovernmental organizations.

Skills & Competencies

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

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 158 808 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.