

CHIEF OF SECTION (FREEDOM OF EXPRESSION AND SAFETY OF JOURNALISTS)

Post Number : CI 003

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) : 10-MAR-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, Division for Freedom of Expression, Media Development and Media and Information Literacy (CI/FMD), and in collaboration with Field Offices, the incumbent, as Chief of Section for Freedom of Expression and Safety of Journalists (CI/FMD/FEJ), acts as a thematic programme leader 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 Section staff in the achievement of priorities via a coordinated service platform, exercises sound human and financial asset management, formulates original policy, actively mobilizes resources and works across Sections and Field Offices, as well as Sectors as relevant, to promote and deliver Section goals.

The incumbent works within the frameworks of UNESCO's Medium-Term Strategy (C/4), the approved Programme and Budget (C/5, Major Programme V), IPDC Council decisions, UN joint plans, such as the UN Plan of Action for the Safety of Journalists and the Issue of Impunity, and according to global development plans such as the 2030 Sustainable Development Goals (SDGs), in particular SDG16, including as relevant the implementation of international normative instruments.

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

Vision:

- Provide thematic programme leadership and authoritative advice and guidance 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.

Programme Design, Implementation and Management:

- Direct the design, implementation, monitoring, evaluation and reporting of work plans, initiatives and activities, ensuring the continuous optimization of resources.
- Ensure the transformation of work plans into innovative programmes, projects and campaigns, as well as the preparation, organization, implementation and visibility of Section specific international events.
- Determine C/5 items and translate them into Section objectives and action plans, ensuring alignment with broader Sector priorities.

Resource Mobilization:

- Seek and explore resource mobilization opportunities for extrabudgetary resources for relevant programmatic and thematic areas, including engaging potential donors with innovative project and action plans and initiatives which could attract support.
- Supervise the entire funding process, including developing and writing concept notes and proposals, validating progress and final reports, preparing donor reports, and ensuring 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 authoritative advice in the thematic area 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 Section 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 communication and information, political sciences, international relations or related areas.

Work Experience

- At least ten (10) years of progressively responsible relevant professional experience in policy analysis, research, editing and/or project management on freedom of expression and safety of journalists, of which preferably five (5) years acquired at international level.
- At least five (5) years of recognized experience in leadership and proven ability in planning and managing international projects and programmes.
- Proven experience in policy advice, particularly related to freedom of expression, safety of journalists, the rule of law and human rights in the digital environment.
- Demonstrated experience in multi-stakeholder consultations and in bringing diverse stakeholders together towards a common vision and knowledge.
- Experience in collaborative projects, particularly those involving diverse teams, external partners and stakeholders, to develop workshops and training materials.
- Experience in global events management.
- Relevant work experience with the United Nations, bilateral, international donors/agencies, non-governmental organizations, private sector companies and/or high net worth individuals.

Skills & Competencies

- Knowledge of, and commitment to, the Organization's mandate, vision, strategic direction and priorities.
- Analytical and organizational skills, including in establishing and implementing plans and priorities.
- Demonstrated strategic planning and programme/project management abilities, including the ability to identify key strategic issues, objectives, opportunities and risks.
- The ability to administer and manage significant financial and human resources, and exercise sound judgement and decision-making skills.

- Proven ability to build collaborative partnerships and networks with diverse groups of organizations, including intergovernmental, public, civil society, private sector and high net worth individuals, particularly in the context of resource mobilization.
- Capacity to provide leadership to guide and motivate staff, demonstrating a high sense of objectivity and professional integrity, as well as ability to build trust and to manage, lead and motivate a large and diverse body of staff in a multicultural environment with sensitivity and respect for diversity.
- Ability to communicate effectively and persuasively, both orally and in writing, in front of a broad range of constituents with strong representational abilities.
- Ability to engage in networking and to lead complex negotiations with diplomacy, tact and a sense of political astuteness.
- Strong organizational skills.

Languages

- Excellent knowledge of English or French and good knowledge of the other language.

DESIRABLE QUALIFICATIONS

Work Experience

- Demonstrated track record in resource mobilization for international projects and programmes.
- International experience acquired also in the field.

Skills & Competencies

- Understanding and knowledge of UNESCO's mandate and its programming in the areas of freedom of expression and access to information.
- Good knowledge of UNESCO's programmes covered by the Communication and Information Sector, and in particular, freedom of expression, safety of journalists, the rule of law and human rights in the digital environment.
- A demonstrated knowledge of the current global information landscape and a clear vision of the response needed to the changes in it and the role for UNESCO within this.
- Good knowledge of the United Nations system.
- Good knowledge of the international stakeholders in the area of freedom of expression and safety of journalists.

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 142 257 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.