

## **PROGRAMME SPECIALIST (COMMUNICATION AND INFORMATION)**

Post Number : 3CLCI0001RP

Grade : P-3

Parent Sector : Field Office

Duty Station: Santiago

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) : 24-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) and the functional authority of the Director of the UNESCO Regional Office in Santiago, the incumbent is responsible for developing and implementing projects and project proposals, providing advice, research and knowledge management expertise, partnership development and contributing to resource mobilization to the Field Office and Communication and Information Sector work as well as to multi-sectoral and cross-country programmatic activities and initiatives conducted from own duty station. The incumbent works within the frameworks of UNESCO's Medium-Term Strategy (C/4) and approved Programme and Budget (C/5) and according to global development plans such as the 2030 Sustainable Development Goals (SDGs).

In particular, the incumbent will:

#### Programme and Project Work:

- Analyse, evaluate and contribute to the development, planning and implementation of the Field Office's CI strategy and approach for harnessing the potential of communication and information for development in the Region in consultation with relevant stakeholders and CI specialists in the Field Offices and at Headquarters.
- Identify and develop both internal and external collaborative project proposals based on needs as well as CI Sector programmes, projects and activities.
- Identify focus areas within national priorities in the Region and when requested by national authorities, propose alignment of these priorities with UN SDGs and development partners' priorities and strategies. Propose linkages for UNESCO's communication and information initiatives at the national and regional levels.
- Manage and implement programme activities included in the C/5s and develop new project options and proposals to be funded by contributions received for the International

Programme for the Development of Communication (IPDC) and the Information for All Programme (IFAP).

- Plan and implement extrabudgetary funded projects. Ensure all reporting requirements are met including the use of the System of Information on Strategies, Tasks and the Evaluation of Results (SISTER). Identify, propose and participate in the development of joint programming/programme opportunities.

#### Advice and Knowledge Management:

- Research, recommend and contribute to the development and expansion of a knowledge base on the programme.
- Carry out research and analytical work and prepare substantive inputs for policy development.
- Provide information and technical advice to other UNESCO Field Offices, peers and colleagues in the region.
- In area(s) of responsibility, remain aware of developments, advancements and best practices among development partners and competitors in order to inform and support governments, National Commissions, ministries and colleagues on policy formulation, project development, resources and best practices.
- Ensure technical backstopping for projects and events and provide technical support to colleagues in the region, other Field Offices and Institutes as related to assignments and priorities.
- Ensure regular contributions to web and printed content and dissemination to colleagues, peers and stakeholders.
- Carry out trend and priorities analysis, and research and recommend particular courses of action based on findings.
- Provide critiques and comments on documents prepared by others.

#### Networking and Partnerships:

- Contribute to UNESCO's involvement in the establishment of UN project management systems including the preparation of Common Country Assessments (CCA), United Nations Sustainable Development Cooperation Frameworks (UNSDCF), Country Programme Documents (CPD) and Country Action Plans (CAP).
- Plan, develop and implement outreach strategies and visibility activities aimed at programme, regional and Field Office promotion and expansion.
- Organize consultations within the Region and provide advice and guidance to governments, civil society organizations and the private sector on the development of strategies and policies in the area of communication and information.
- Liaise with colleagues within the Sector and in other Sectors, in own and other regions and Field Offices, Headquarters, Institutes and stakeholders to discuss developments and exchange and archive ideas.
- Attend and participate in meetings, conferences, workshops and seminars, promoting knowledge sharing, contributing to advocacy efforts and promoting approaches and interventions of proven effectiveness.

#### Resource Mobilization:

- Contribute to resource mobilization for the Region and individual countries by playing an active role in raising extra-budgetary funds and preparing project proposals and concept notes.
- Prepare a variety of inputs and work to generate extra-budgetary funding and projects.
- Participate in fundraising events and activities.

#### Administrative Support:

- Prepare and follow up on a variety of submissions and coordinate regional donor meetings.
- Ensure support to events, key initiatives and conferences either hosted by the Regional Office or requiring Regional Office presence.
- Provide financial backstopping for assigned projects.
- Coordinate and/or prepare reports, notes, memoranda, briefings and other correspondence and documents, including news articles and social media contributions.
- Attend leadership/management team meetings as requested.
- May liaise with other teams to ensure coordination in the work across the countries covered by the Regional Office.
- May be required to supervise temporary and local staff, and project consultants.

#### **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)

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, or other related fields such as international relations, social or political sciences, or related areas.

##### **Work Experience**

- A minimum of four (4) years of 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 preferable 2 years acquired at the international level.
- Experience in designing and implementing programmes/projects in the field of communication and information, or 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.
- 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 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 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 and Spanish.

## **DESIRABLE QUALIFICATIONS**

### **Work Experience**

- Demonstrated experience in international cooperation programmes and in the area of 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.
- Prior work experience in the Latin America and the Caribbean region in the area of communication and information.

### **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, French and/or Russian).

## **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 84,675 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.