

## PROGRAMME SPECIALIST (RE-ADVERTISEMENT)

Post Number : CI 021

Grade : P-3

Parent Sector : Communication and Information Sector (CI)

Duty Station: Paris

Job Family: Communication and Information

Type of contract : Fixed Term

Duration of contract : 2 years

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 07-OCT-2021

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

### OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Assistant Director-General, Communication and Information (ADG/CI), and the direct supervision of the Chief of Section, the incumbent is responsible for conceiving, implementing, and monitoring sectional and cross-sectional regular and extra budgetary projects and programmes in the domain of media development, in particular media in crisis preparedness and response and gender equality in media.

The incumbent works within the frameworks of UNESCO's Medium-Term Strategy (C/4), the approved Programme and Budget (C/5), and according to global development plans such as the 2030 Sustainable Development Goals (SDGs).

In this context, the incumbent will be expected to perform the following tasks:

#### **Programme and Project Work:**

- Implement, monitor, evaluate and report on Regular Programme activities as well as extra-budgetary projects and programmes, assuming one or more thematic and/or focal responsibilities. Achieve and help field offices achieve C/5 targets in the assigned domains. Monitor implementation rates and reporting deadlines. Ensure results are aligned to performance indicators.

#### **Advice and Knowledge Management:**

- Ensure technical backstopping for activities and projects in the field of media development, particularly media in crisis preparedness and response and gender equality in media. Produce tools, resources and policy documents. Recommend and contribute to the expansion of a knowledge base in this area, propose approaches, develop strategies, and answer to Member States' needs.

#### **Networking and Partnerships:**

- Liaise with colleagues within the Sector and across UNESCO. Conduct global events. Conceive and coordinate social campaigns held at international level that advocate a concept or value related to media development. Broaden partnerships and networks with media professionals and related partners.

## **Resource Mobilization:**

- Contribute to resource mobilization by developing project funding requests and partnership agreements and preparing submissions. Identify interest in supporting media in crisis preparedness and response and gender equality in media, through bilateral funding sources, private sector, in-kind contributions, high networth individuals and other. Obtain and prepare application requirements, identify trends, opportunities and risks, and maintain mutually beneficial relations with donors.

## **Administrative Support:**

- Draft briefings, news items, articles, social media material, reports, replies to deadlines, etc. Manage social media content and platforms, as well as track information online, including data on webcasting, live streaming connections, social media channels (downloads, hits, video and audio plays, unique page views, etc.). Supervise publication content and editions in different languages.

## **COMPETENCIES (Core / Managerial)**

Accountability (C)

Communication (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, media, journalism, or related areas.

### **Work Experience**

- A minimum of four (4) years of progressively responsible and relevant professional experience in the field of communication, media and/or journalism, acquired at the international level, particularly media development.
- Two (2) years of experience in conceiving and managing international projects throughout their cycle, monitoring implementation rates and reporting deadlines, while ensuring results are aligned to performance indicators.
- Proven experience in fundraising and resource mobilization, including researching the interests and application requirements of funding sources, identifying trends as well as opportunities and risks, and developing inspiring journeys for donors.
- Experience in developing the strategy and coordinating social campaigns held at international level that advocate a concept or value (not a product), as well as organizing global events.

### **Skills/Competencies**

- Good communications skills, including writing news items, articles, social media material and reports. Capacity to ensure accuracy of documents paying close attention to detail and through research, reference sources, quotes and evidence-based recommendations.
- Good knowledge of gender equality issues and experience in gender transformative actions.
- Good competences to manage social media content and platforms as well as to track information online, including data on webcasting, live streaming connections, social media channels (downloads, hits, video and audio plays, unique page views, etc.).
- Capacity to manage a heavy and varied workload effectively and manage competing demands under time pressure, maintaining high levels of accuracy while ensuring coordination of activities across diverse units and countries.

### **Languages**

- Excellent knowledge of at least one of the working languages of the Secretariat (English or French) and very good knowledge of the other language.

## **DESIRABLE QUALIFICATIONS**

### **Work Experience**

- Experience at the international level in conducting outreach, building partnerships and increasing revenue.
- Experience in Results-Based Management of projects.
- Experience in UN Agencies, Funds or Programmes.

### **Skills/Competencies**

- Knowledge of issues and actions in the field of media pluralism and diversity.
- Knowledge of graphic design, multimedia or audio and visual productions, and competencies to assess deliverables resulting from professional recordings, Photoshop, Final Cut Pro, Fireworks, Illustrator, InDesign and/or other.

### **Languages**

- Knowledge of a third official UNESCO language would be an asset (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.

For more information on benefits and entitlements, please consult our [Guide to 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 applies a zero tolerance policy against all forms of harassment.

UNESCO is committed to achieve and sustain 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. Individuals from minority groups, indigenous groups and persons with disabilities, as well as nationals from non-and under-represented Member States ([last update here](#)) 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.