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COMMUNICATION SPECIALIST (CULTURE)

Post Number : CLT 377

Grade : P-3

Parent Sector : Culture Sector (CLT)

Duty Station: Paris

Job Family: Culture

Type of contract : Fixed Term

Duration of contract : 2 years with possibility of renewal

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 24-OCT-2022

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 (ADG/CLT), the direct supervision of the Head of the Communication, Cities and Events Unit (CCE), and in close coordination with the Executive Office of the Culture Sector (CLT/EO), the incumbent is responsible for the coordination of the planning, production, dissemination and monitoring of the communication on UNESCO's programme in the field of culture with the view to continuously enhance the visibility of its objectives and results. Such coordination is ensured for all communication products, both online and in paper format, including the review of the web contents on the Culture Conventions, based on the contributions and consultations of the Entities and staff of the Culture Sector at Headquarters and in the Field. The incumbent also contributes to the development and implementation of flagship communication initiatives in field of culture, while leading related resource mobilization activities,

taking into account global priorities (Africa and Gender Equality), priority groups and transversal thematic areas, such as Culture and Education, Culture and Climate Change, Indigenous Peoples, Small Island Developing States (SIDS), and Youth.

In particular, the incumbent will:

- Contribute to the overall communication strategy of the Culture Sector in line with UNESCO's priorities. In this context, in cooperation with the Entities of the Culture Sector and the central services (Division for Communication and Public Engagement -CPE): Ensure the coordination and development of communication plans, and the coordination of the publications, communication materials and contents of the Culture Sector for internal and external use; Coordinate media/press requests in cooperation with CPE; Facilitate the development, validation process and dissemination of promotional materials and communication contents on the Culture Sector programmes, international conventions and recommendations (news, pitches, press release, media advisories, e-newsletters etc.), including online and through social media.
- Act as Publications Officer for the Culture Sector by providing guidance in view of the preparation of publications proposals, assessing proposals, and ensuring the follow-up of the production of the approved publications. This includes: Coordinating the contribution of the Culture Sector to house-wide planning and monitoring using the UNESCO online platforms and tools, and overseeing the monitoring and evaluation of outreach and visibility; Coordinating the production phases of the publications of the Culture Sector, in cooperation with the relevant colleagues at Headquarters and in Field, and partners as appropriate; Ensuring the appropriate liaison with publishers and evaluate proposals from outside companies, in line with the UNESCO Open Access Policy and in close cooperation with CPE; Contributing to the development of the image databank of the Culture Sector in cooperation with the Entities of the Sector, CPE and the Bureau for Digital Business Solutions (DBS).
- Contribute to enhance the quality of the presentation of the website of the Culture Sector in view of strengthening visibility of the Culture Sector programmes, events, International Days in the field of culture, publications and contents at large, in cooperation with the webmasters of the Entities and programmes and in close consultation with CPE and DBS; contribute to the regular updating of the displayed materials and information through regular monitoring of the web pages of the Culture Sector; ensure the implementation of the UNESCO guidelines and standard for web development across the Culture Sector.
- Contribute to the development, implementation and monitoring of flagship communication initiatives in field of culture to ensure the advancement of the priorities of the Culture Sector, in line with the Medium-Term Strategy (C/4) and Programme and Budget (C/5). This entails ensuring the appropriate resource mobilization, leading activities as needed in this aim; Contribute to the development of related partnerships, ensuring appropriate coordination with the Entities of the Culture Sector.
- Assist in the management of events planning from a communication perspective and convene regular communications meetings. Liaise with CPE on a regular basis for communication planning.

- Facilitate coordination and promotion of International Jazz Day, including the Call for Applications, review the process, event planning, media coverage, website and online visibility, in cooperation with the designated partner, central services (CPE) and Field Offices.
- Supervise one or more support staff; prepare work plans and schedules; provide guidance to staff and advice to programme specialists on communication initiatives; contribute to the CCE Team planning activities and reporting mechanism.

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 culture, communication, humanities, political science, international relations, or a related discipline.

Work experience

- A minimum of four (4) years of relevant professional experience in the field of communication or culture or humanities, of which preferably two (2) years acquired at international level.

Skills and Competencies

- Excellent written and oral communication skills, in particular the ability to collect, synthesize and analyse information from various sources and, on this basis, draft clear and concise communication contents for a variety of audiences.
- Good project management and analytical skills.
- Ability to establish and maintain effective working relationships in a multicultural environment with external and internal partners.
- Ability to coordinate and motivate staff and teams.
- Good IT skills, including knowledge of MS software (Word, Excel, PowerPoint etc.).

Languages

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

DESIRABLE QUALIFICATIONS

Work experience

- Professional experience in the United Nations System and/or in the field of international relations and diplomacy, multilateral cooperation and development.
- Experience in organizing and promoting international events, projects or initiatives.
- Experience in designing, implementing, and managing programmes and projects in the field of culture.
- Experience in elaborating and implementing communication plans or strategies.

Skills and Competencies

- Good knowledge of the UNESCO Culture Conventions, Recommendations, and programmes in the field of culture.

Languages

- Knowledge of another/other official UNESCO language(s) (Arabic, Chinese, Russian, 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 90 151 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.

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