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PROGRAMME SPECIALIST (COMMUNICATION AND INFORMATION)

Post Number : CI 006

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 with possibility of renewal

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 22-AUG-2022

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, Communication and Information (ADG/CI), guidance from the Director for Partnerships and Operational Management and the Director for Strategy and Policies in the Field of Communication and Information, and the direct supervision of the Chief of the Digital Innovation and Transformation Section, the incumbent is responsible for implementing, monitoring and reporting on sectional and cross-sectional regular and extra budgetary projects and programmes in the field of digital innovation and transformation (Artificial Intelligence). S/he will provide

recommendations on project feasibility, including presenting and justifying project proposals, as well as identifying potential collaborations and ensuring regular communication and information exchange amongst teams, colleagues, peers and stakeholders, including with Field Offices.

The incumbent will manage the follow up to the outcomes of international normative instruments and statutory processes as relevant. S/he will work within the frameworks of UNESCO's Medium-Term Strategy (C/4), the approved Programme and Budget (C/5) and governing body decisions, and towards internationally agreed development goals, such as the 2030 Sustainable Development Agenda.

Programme and Project Work:

- Implement, monitor, evaluate and report on projects and programmes, assuming one or more thematic and/or focal responsibilities, including the creation and dissemination of publications and Toolkits.
- Provide programme and project support: assess needs, analyze specific data and develop proposals for final review and approval; define and revise project requirements and specifications ensuring consistency with relevant priorities and available resources; conduct feasibility studies and draft reports; develop schedules and methods for managing project implementation; monitor project implementation and progress, participate in project review and evaluation meetings, and take action or provide substantive inputs to improve delivery and/or resolve implementation issues/challenges in collaboration with project staff and partners.
- Identify, propose and develop collaborative projects. Participate in C/5 and policy formulation discussions.

Advice and Knowledge Management:

- Provide information and technical advice to governments, peers, management and colleagues on a variety of subject specific items in the area(s) of responsibility, such as tools, resources and relevant policies.
- Remain aware of developments and advancements in area(s) of responsibility in order to inform and support governments, 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, Field Offices and Institutes as related to assignments and priorities.
- Research, recommend and contribute to the development and expansion of a knowledge base on the particular area(s)/theme(s) of assignment, ensuring 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 and provide inputs for the development of strategies and approaches.
- Liaise with colleagues within the Sector and in other Sectors, Field Offices, 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.

Networking and Partnerships:

- Liaise with relevant colleagues and stakeholders to discuss developments and exchange and document ideas.
- Reach out to public and private sector partners and stakeholders to support project development, funding and implementation as well as relevant policies, strategies and plans.

Resource Mobilization:

- Contribute to resource mobilization by playing an active role in funding and project proposal development, submission and follow-up and participate in fundraising events and activities.
- Prepare a variety of inputs and word to generate extra-budgetary funding and projects, taking into account Section, Sector, Member States and donor priorities.

Administrative Support:

- Prepare inputs to the biennial and medium-term strategies, programmes and budget and reports, as well as Statutory meetings. Update and monitor expenditures.
- Coordinate and/or prepare reports, notes, memoranda, briefings and other correspondence and documents, including news articles and social media contributions.

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 (e.g. digital innovation and transformation, emerging technologies, including artificial intelligence), computer science, engineering, political sciences, or other related field.

Work Experience

- A minimum of four years of progressively responsible and relevant professional experience in the field of technology and public policy, emerging technologies, of which preferably two years acquired at the international level.
- Two 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 developing capacity building tools on emerging technologies, particularly on artificial intelligence.
- 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 appealing proposals for donors.

Skills/Competencies

- Sound knowledge of digital transformation and digital governance issues, particularly on Artificial intelligence, and of the UN system, including of Sustainable Development Goals.
- 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 English or French and 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 and design of projects.
- Experience in United Nations Agencies, Funds or Programmes.
- Experience in publishing on Artificial Intelligence (AI).
- Work experience in the field of AI and the rule of law.

Skills/Competencies

- Capacity to coordinate and supervise the work of the team.

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.

The approximate annual starting salary for this post is 84 634 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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