

ASSOCIATE PRESS OFFICER

Post Number : CPE 016 and CPE 017

Grade : P-2

Parent Sector : Division for Communications and Public Engagement (CPE)

Duty Station: Paris

Job Family: Public Information

Type of contract : Fixed Term

Duration of contract : 2 years, renewable

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 15-JAN-2024

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

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the authority of the Director for Communications and Public Engagement (CPE) and the direct supervision of the Chief of Press Unit (CPE), the Associate Press Officer will contribute to building and executing UNESCO's media relations strategy. This includes identifying and shaping compelling media stories and actively developing UNESCO's relations with media at the international level, with the objective to increase the Organization's visibility and strengthen its reputation, in line with institutional and corporate requirements. The Associate Press Officer will work closely with experts from different sectors of the Organization in order to source substance (facts and data) and produce strategic and engaging communication materials.

In particular, the incumbent will:

1. Draft press releases, press kits, statements, briefings, talking points and Q & A's. This includes editing, translating and proof-reading. Produce Human Interest Stories for use in the media, the web, and social media, in cooperation with the teams concerned.
2. Lead proactive media outreach and respond to media enquiries. Organise press trips, press briefings and press events to nurture strong media relations with journalists and media correspondants following UNESCO, and further expand UNESCO's network among global media.
3. Identify, support and media train UNESCO experts. Prepare UNESCO spokespeople for media announcements, events and interviews.

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 communication, information, journalism, public relations, social and political science, or a related field.

Work Experience

- At least two (2) years of relevant professional experience as press attaché and/or in the field of communications, journalism, media, external relations or public affairs, of which preferably one (1) year acquired at international level.
- Experience in global news journalism and outlets, preferably in top tier international media or in a communications team.

Skills/Competencies

- Excellent writing and editorial skills, with proven ability to rapidly analyze, synthesize, adjust and calibrate information.
- Experience in and understanding of corporate writing.
- Ability to identify strong news angles and pitch stories.
- Good organizational and planning skills, and ability to proactively prioritize and meet established deadlines for timely announcements.
- Strong interpersonal skills, with proven ability to build and maintain positive and effective working relations within a multi-cultural environment, with a network of journalists, and with partners outside of the Organization.
- Ability to work independently and within a team, to take initiative and suggest practical solutions and follow-up effectively on management decisions.
- Ability to work effectively under pressure, to manage heavy workloads and to meet tight deadlines.
- Strong sense of diplomacy and tact.
- Results oriented.

Languages

- Excellent knowledge of one of the working languages (English or French) of the Organization and good knowledge of the other.

DESIRABLE QUALIFICATIONS

Work Experience

- Experience in elaborating and implementing media communication plans or strategies.
- Experience in international organizations and/or in the UN System.
- Relevant international experience.
- Experience in political communications or in the domains of culture, or education and/or technology.

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 76 371 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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