

CHIEF OF EXECUTIVE OFFICE (COMMUNICATION AND INFORMATION)

Post Number : CI 136

Grade : P-5

Parent Sector : Communication and Information Sector (CI)

Duty Station: Paris

Job Family: Programme Coordination

Type of contract : Fixed Term

Duration of contract : 2 years, renewable

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 04-SEP-2023

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

OVERVIEW OF THE FUNCTIONS OF THE POST

The Communication and Information (CI) Sector's mission is to promote freedom of expression, media development and media literate societies, and to build knowledgeable 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 guidance and supervision of the Assistant Director-General for Communication and Information (ADG/CI), the incumbent will lead the work of the Executive Office (EO) and supervise the provisions of the below mentioned integrated management services, in co-operation with the relevant central services. The incumbent will also provide advice and decision-making support to ADG/CI regarding the policy and strategy orientations of the Sector's work, the management of the Sector's activities, budget and staff.

In particular, the incumbent will be responsible as follows:

General Management

- Provide strategic advice and decision-making support to ADG/CI with respect to the management of the Sector's Programme, budget and staff, ensuring follow up of ADG/CI's decisions.
- Lead the Executive Office (EO), planning and distributing its assignments, establishing internal procedures and making proposals for their improvements, monitoring and evaluating CI's staff performance and ensuring their continuous training and development.

Supervision of Programme Coordination, Monitoring and Evaluation

- Supervise the EO office to ensure proper preparation of the Sector's contribution to the Medium-term Strategy (C/4) and other strategic documents, the programme and Budget (C/5), the reports of the DG to the governing bodies on the activities of the Organization and other relevant General Conference and Executive Board documents.
- Assess the implementation of the Sector's programme and budget (regular and voluntary/extrabudgetary), General Conference resolutions and Executive Board decisions; supervise the preparation of workplans and ensure quality reporting thereon in liaison with the Sector's divisions, other sectors and relevant central services, and ensure coherence between headquarter and field programming in collaboration with the field office directors and the central service responsible for field coordination.

- Supervise the preparation and implementation of the Sector's evaluation plan including participation in evaluations and audits initiated by the Internal Oversight Office (IOS).
- Ensure the integration and contributions provided by Institutes, regional and cluster offices into the strategic planning process and ensure appropriate coordination with category I et 2 Institutes and Centres.
- Develop new monitoring mechanisms, and lead quality control reviews through the application of analytical and qualitative and quantitative approaches to assessment of programmatic implementation.
- Actively seek opportunities and create enabling environment for the development of the UNESCO Communication and Information programme, develop strategic partnerships and outreach opportunities, and foster intersectoral cooperation.

Financial and human resources administration

- Provide strategic advice to the ADG/CI on the deployment and development of the Sector's human and financial resources to optimize programme implementation in collaboration with the Sector's Administrative Officer (AO).

Decentralization

- Assist ADG/CI in the formulation of the Sector's decentralization strategy and in implementing the strategy by: coordinating CI field staff; liaising with Sector's Divisions and other Headquarter (HQ) units to ensure timely programme support to field offices; advising on solutions to problems and difficulties in planning and implementing CI programme and projects in the field.

CI Communication Strategy

- Ensure the provision, coordination and development of CI communication and outreach in all appropriate formats for internal and external audiences.

Oversee information and knowledge management services:

- Supervise the production and provision of the Sector's information and documentation in all appropriate formats, as well as knowledge creation and diffusion/sharing activities for internal and external audiences.

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)

Building partnerships (M)

Leading and empowering others (M)

Driving and managing change (M)

Strategic thinking (M)

Managing performance (M)

Making quality decisions (M)

For detailed information, please consult the [UNESCO Competency Framework](#).

REQUIRED QUALIFICATIONS

Education

- Advanced university degree (Master's or equivalent) in the field of information, communication, political sciences, humanities, or related areas.

Work Experience

- Minimum 10 years of progressively responsible relevant professional experience in designing, implementing and monitoring programmes, projects or policies in the field of information and communication or related fields of which preferably 5 years are acquired at international level.
- Experience in advocacy, resources and partnership mobilization.
- Experience in leading, managing and motivating staff and teams in a multicultural environment with sensitivity and respect for diversity.

Skills/Competencies

- Excellent knowledge and intellectual leadership in the field of communication and information.
- Strong analytical and drafting capacities.
- Knowledge of strategic planning and change management in an international organization.
- Ability to identify key strategic issues, objectives, opportunities and risks.
- Demonstrated strategic planning, organizational and management capacities, including the ability to effectively administer programmes and financial resources.
- Institutional leadership capacity and high sense of objectivity and integrity, diplomacy, tact and political astuteness.
- Ability to interact with a wide range of high-level partners and to participate effectively in high-level negotiations.
- Excellent communication and representational skills.

Languages

- Excellent knowledge of either English or French and good working 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 settings/cooperations and development.

Languages

- Knowledge of other official UNESCO languages (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 145 402 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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