

# COMMUNICATION OFFICER (SPEECHWRITING & ADVOCACY)

Post Number : ED 648

Grade : P-4

Parent Sector : Education Sector (ED)

Duty Station: Paris

Job Family: Education

Type of contract : Fixed Term

Duration of contract : 2 years, renewable

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 30-JUN-2023

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 UNESCO Assistant Director-General for Education (ADG/ED) and the direct supervision of the Chief of Communication and Knowledge Management Team in the Education Sector, the Communication Officer will take primary responsibility for leading and coordinating the preparation and writing of speeches, statements, talking points, and other materials for the Assistant Director-General for Education.

The incumbent will also be responsible for building compelling narratives and advocacy messages to position UNESCO as the leading education UN agency entrusted with the coordination of SDG4 as well as its comprehensive mandate in education. The incumbent will develop and maintain relations with communications and advocacy officers in the global education community and media organizations to leverage opportunities for outreach and visibility.

The incumbent will be responsible for the following specific duties:

- Write and edit a wide range of materials for ADG/ED, including speeches, videos messages, articles, and other articulating a clear vision and narrative that demonstrates the Education Sector's impact and relevance to national, regional and global challenges.
- Consult with the Assistant Director-General for Education and senior managers on both the form and content of speeches and other materials, as well as solicit inputs and liaise with colleagues from across the organization to ensure that written materials are persuasive, politically sound and factually accurate, and in line with the vision of the Assistant-Director General of the Education Sector and the Organization's communication strategy.
- Perform research and analyze expectations of UNESCO's audience, event agenda and topics.
- Assist in focusing the purpose of each speech or written material to tailor messages for audience appeal and impact.
- Prepare advocacy briefs and documents on issues related to the global education agenda and develop and maintain relationships with a wide range of communication and advocacy officers in the UN, civil society, the private sector, and others to influence messaging and implement joint advocacy activities as required.
- Strategize and organize content for media outreach, including preparing talking points for interviews and pitching interviews, stories, and opinion articles to the media in close coordination with UNESCO's Global Communications Press Office.

## **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)

Managing performance (M)

Making quality decisions (M)

Driving and managing change (M)

Building partnerships (M)

Strategic thinking (M)

Leading and empowering others (M)

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

## **REQUIRED QUALIFICATIONS**

### ***Education***

- Advanced university degree (Master's or equivalent) in journalism, communications, social science, international relations, or closely related field(s). A first-level university degree in the aforementioned fields of study in combination with additional two years qualifying experience may be accepted in lieu of the advanced university degree.

### ***Work Experience***

- Minimum seven years of relevant professional experience in writing high-quality English-language materials, including speeches, opinion articles, video messages, press statements, of which preferably at least three years acquired at the international level.
- Experience in support of senior officials/executive leaders.
- A track record of performing excellently under pressure and adhering to strict deadlines while handling sensitive information and maintaining an in-depth understanding of organizational and external contexts.

### ***Skills and Competencies***

- Ability to distil complex and technical information and materials into digestible and inspiring messages to motivate and influence diverse audiences.
- Ability to work effectively in international, interdisciplinary and multilingual teams.
- Ability to establish and maintain partnerships with internal and external stakeholders.
- Excellent organizational, coordination and interpersonal skills.
- Excellent general understanding of international political, economic, and social affairs, as well as human development, human rights and other related issues.
- Excellent analytical and advocacy skills to collect, synthesize and analyze information and identify risks.
- Good interpersonal skills to interact with a wide range of stakeholders and partners.
- Good knowledge of IT tools: Microsoft Pack and advanced planning and management software.

### ***Languages***

- Excellent knowledge (written and spoken) of English and French.

## **DESIRABLE QUALIFICATIONS**

### ***Work Experience***

- Experience dealing with the international media.

### ***Skills and Competencies***

- Familiarity with the work and general functioning of international organizations, UNESCO and/or the United Nations System.

### ***Languages***

- Knowledge of another official language of UNESCO (Arabic, Chinese, Russian and 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 102,149 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.*

