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CHIEF OF UNIT (COMMUNICATION AND INFORMATION)

Post Number : CI 021

Grade : P-4

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, renewable

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 13-FEB-2023

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 for Communication and Information (ADG/CI), the direct supervision of the Director of the Division for Freedom of Expression, Media Development and Media and Information Literacy, the incumbent is the Head of the Unit for Media and Information Literacy and Digital Competencies. The unit is responsible for capacity building and policy development in the field of media and information literacy and coordinates activities aimed at promoting the development of digital and coding skills, as well as fostering digital competencies.

The incumbent manages, advises and reports on regular and extra-budgetary programme design implementation, guidelines, resources and progress. S/he advocates organization involvement and participation in mainstream unit activities, manages unit staff and may lead other colleagues, including in Field Offices, on particular thematic areas, evaluating progress and performance. S/he substantively contributes to the implementation of the Intersectoral Programme on Media and Information Literacy (MIL), in close cooperation with the Education Sector. In particular, the incumbent will:

Programme Design and Management

- Lead and coordinate programme and project rollout, including the promotion of the revised MIL Model Curriculum.
- Recommend programme and project approaches, plans, expansion and changes and develop, propose and advocate C/4 and C/5 thematic inclusions.
- Be responsible for the organization of the Global Media and Information Literacy Week (24-31 October).
- Develop projects, programme and funding proposals, oversee agreements and contracts as well as define UNESCO's involvement and mobilize relevant resources.
- Participate in planning and budgetary processes of the Unit's activities in relation to both regular programme and extrabudgetary resources.
- Develop monitoring and evaluation mechanisms and assess programme implementation and linkages of programme work.

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Policy Advice

- Initiate policy development in accordance with the Section's priority areas in the domain of MIL, preparing position papers, policy notes and the programme development-related activities to support the strategic planning process in MIL areas.
- Advise peers, colleagues, partners and governments on policy formulation, programmes and projects, developments and best practices, and emerging trends in the area(s) of assignment.

Networking, Communication & Knowledge Management

- Represent the Unit in internal and external meetings, conferences, forums and other official gatherings in MIL areas.
- Plan, develop and implement integrated outreach strategies aimed at expanding and communicating programmes, promoting UNESCO projects and increasing visibility, resources and partnerships.
- Provide expertise, interpretation, assessment and communication to Field Offices, Ministries, peers and other stakeholders.
- Build change via relations with external actors: internet companies, regional organizations, civil society, parliamentarians, policy makers, etc.
- Build intra-and intersectoral collaboration (such as with the Education Sector's Global Citizenship Education as well as the UN Strategy and Plan of Action to Address Hate Speech, co-ordinated by the Social and Human Sciences Sector) to strengthen impact of MIL and digital skills, through an effective intersectoral committee on Intersectoral Programme on MIL.

Resource Mobilization

- Explore alternative funding mechanisms for specific regions and individual countries in an increasingly competitive international and multilateral environment.
- Collaborate with UN agencies seeking or marketing joint programmes.

Administrative Management of the Unit

- Coordinate and supervise the staff of the Unit, including maximizing synergies by liaising with other teams to ensure work coordination across different structural entities.

- Manage the Unit's budget and ensure other administrative tasks.

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)
Driving and managing change (M)
Leading and empowering others (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 communication, media studies, media and information literacy, ICTs and digital skills and/or knowledge society issues or other related fields such as international law, and/or social and political sciences.

Work Experience

- A minimum of seven years of progressively responsible and relevant professional experience in one or several subject areas of communication and information, media and information literacy and/or digital competencies, of which preferably three (3) years acquired at the international level.
- Experience in promoting issues related to media and information literacy and digital competencies.
- Experience in planning and managing projects/programmes in the area of communication and information.
- Demonstrated experience in fundraising and resource mobilization.

Skills and competencies

- Good project management and organisational skills, including large-scale programmes.
- Excellent interpersonal skills, including the ability to participate effectively in high-level negotiations with internal and external partners.
- Ability to build, maintain and enhance working relations with national/local authorities and relevant intergovernmental and non-governmental organizations.
- Capacity to represent the Organization competently and convincingly.
- Demonstrated ability to work, lead and motivate staff and teams in a multicultural environment.

Languages

- Excellent knowledge of either English or French and good working knowledge of the other language.

DESIRABLE QUALIFICATIONS

Work Experience

- Experience in international cooperation programmes.
- Experience in partnership-building with UN Agencies, the private sector, civil society and NGOs.
- Experience in working with social media platforms, educational stakeholders and other actors involved in the development of media and information literacy and digital competencies.

Skills and competencies

- Good knowledge of UNESCO's work in the field and familiarity with the activities of the Sector for Communication and Information.
- Familiarity with the work and general functioning of international organizations and/or the UN System.

Languages

- Knowledge of another official language 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 114 763 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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