

# PROGRAMME SPECIALIST (COMMUNICATION AND INFORMATION)

Post Number : CI 339

Grade : P-3

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) : 15-JAN-2024

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) and the direct supervision of the Chief of the Executive Office (CI/EO), the incumbent is responsible for carrying out professional and technical tasks, research and analysis for the programme management, as well as coordination of the Communication and Information (CI) Sector.

In particular, the incumbent will be responsible for the following:

### Programme Coordination

- Coordinate the activities of the Executive Office: collect and analyze data/contributions and prepare and consolidate briefings in the thematic areas of the Sector;
- Facilitate joint action and good working relations between, and with, internal and external partners;
- Review and produce correspondence, memos, briefings, speeches, articles, web content, and inputs to UNESCO reports.

### Management of the Programme Cycle

- Coordinate and ensure the preparation and planning of the Medium-Term Strategy (C/4), the biennial Programme and Budget (C/5) and corresponding workplans;
- Ensure coordination, monitoring and reporting on the implementation of the CI Sector's regular budget and extra-budgetary activities;
- Gather and compile contributions for the preparation of statutory reports and documents for submission to governing bodies and diverse partners as well as prepare, review and finalize documentation for sessions of the governing bodies, including reports of the debates;
- Monitor and manage inputs to UN wide exercises and reports.

### Resource Mobilization and Partnerships

- Analyse data on partnerships and provide substantive support, guidance and advice for the development of partnerships and outreach, including resource mobilization, by analyzing and compiling background data for potential partnerships and fundraising opportunities, reviewing project proposals and concept notes submitted for funding and corresponding project reports, and carrying out backstopping in coordination with Field Offices.
- Plan, develop and implement outreach strategies and visibility activities aimed at programme promotion and expansion.

### **Knowledge Management and Administrative Support**

- Ensure and develop adequate knowledge management within the Executive Office and the CI Sector as a whole.
- Document workflows and ensure compliance with processes in place.
- Provide substantive advice on contract management and oversee the administration of contracts.
- Encourage teambuilding and intra-/intersectoral cooperation, and provide supervisory guidance to consultants and interns, as applicable.

### **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 and information, political sciences, public policies, international studies, social sciences, or another related field.

#### **Work Experience**

- A minimum of four (4) years of relevant professional experience in the coordination of large programmes in the field of communication and information, of which preferably 2 years acquired at the international level.
- Experience in planning, monitoring, reporting and evaluation of programmes in an international organization.

#### **Skills/Competencies**

- Excellent drafting and editing skills, and ability to draft, edit and produce reports on relevant issues.

- Excellent planning and coordination skills, and proven ability to work with diverse teams, partners and stakeholders.
- Ability to critically review and synthesize information.
- Ability to communicate findings and recommendations on issues clearly and concisely.
- Demonstrated analytical and problem-solving skills.
- Thorough knowledge and understanding of key communication issues.
- Ability to manage competing priorities, organize and prioritize workloads and manage multiple and complex tasks to meet established deadlines and deliver time-sensitive quality work.
- Ability to establish and maintain effective working relationships in a multicultural environment.
- Excellent IT skills with proficiency in the use of Microsoft Office (Word, Excel, Powerpoint, etc.)

### Languages

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

## DESIRABLE QUALIFICATIONS

### Work Experience

- Experience in preparing and supporting governing bodies' meetings.
- Experience in streamlining organizational processes.

### Skills/Competencies

- Knowledge of the work and general functioning of UN organizations.
- Excellent understanding of UNESCO's work
- Familiarity with planning and monitoring tools.

### 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 97 207 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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