

# PROGRAMME SPECIALIST (DIGITAL POLICIES AND DIGITAL TRANSFORMATION, COMMUNICATION AND INFORMATION)

Post Number : CI 119

Grade : P-3

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) : 28-JUL-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 digital transformation, 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).

This post in the Section for Digital Policies and Digital Transformation contributes to UNESCO's strategic objective to foster a technological environment in the service of humankind through the development and dissemination of knowledge and skills. The incumbent will assist Member States in enhancing their policies for inclusive digital transformation and AI development and in addressing digital and knowledge divides, including between genders.

Under the overall authority of the Assistant Director-General for Communication and Information, guidance from the Director of the Division for Digital Inclusion and Policies and Digital Transformation, and the direct supervision of the Chief of Section for Digital Policies and Digital Transformation (DIT), the incumbent is responsible for designing, implementing, monitoring and reporting on projects and programmes relating to digital policies and digital governance.

The incumbent works within the framework of UNESCO's Medium-Term Strategy (C/4), the approved Programme and Budget (C/5) and governing body decisions towards internationally agreed development goals, such as outlined in the 2030 Development Agenda (SDGs) and the Paris agreement.

### Programme and Project Work

Implement, monitor, evaluate and report on UNESCO DIT's digital governance and policy work, focusing on legal, regulatory, and digital policy and governance initiatives at global, regional, and national levels. Provide programme and project support: analyze specific data and needs and develop proposals; define and revise project requirements and specifications ensuring consistency with priorities and available resources; conduct feasibility studies and draft reports; develop schedules and methods for managing project implementation; monitor project implementation and progress and take action to resolve implementation issues/challenges in collaboration with project staff and partners. Identify, propose and develop collaborative projects. Participate in UNESCO's (C/5) programme, budget and policy formulation discussions.

### Advice and Knowledge Management

Provide information and technical advice to governments, peers, management and colleagues, including on tools, resources and policies. Remain aware of developments and advancements in areas of responsibility in order to inform and support governments, ministries and colleagues on

policy formulation, project development, resources and best practices. Ensure technical backstopping for projects and events and provide technical support to colleagues, Field Offices and Institutes. Research, recommend and contribute to the development and expansion of a knowledge base in DIT's field of competence, ensuring regular contributions to web and printed content and dissemination to colleagues, peers and stakeholders. Carry out research, trend and priorities analysis and recommend particular courses of action based on findings and provide inputs for the development of strategies and approaches.

#### Networking and Partnerships

Liaise with colleagues within the Sector and in other Sectors, Field Offices, Institutes and stakeholders to create networks of expertise, discuss developments and exchange ideas. Attend and participate in meetings, conferences, workshops and seminars, contributing to advocacy efforts and promoting knowledge exchange as well as approaches and interventions of proven effectiveness. Reach out to public and private sector partners and stakeholders to support project development, funding and implementation as well as relevant policies, strategies and plans.

#### Resource

#### Mobilization

Contribute to resource mobilization by playing an active role in funding and project proposal development, submission and follow-up. Prepare a variety of inputs and work to generate extra-budgetary funding and projects, taking into account Section, Sector, Member States and donor priorities. Participate in fundraising events and activities.

#### **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 technology/computer science, political sciences, public policy/administration or related fields.

##### Work Experience

- A minimum of four (4) years of relevant professional experience in implementing and monitoring ICT for development and/or policy projects, with a focus on digital transformation, digital policy and governance, of which preferably 2 years acquired at international level.
- Demonstrated experience in the area of fundraising/resource mobilization, including the development of project proposals.

##### Skills and Competencies

- Excellent written and oral communication skills, and good social media skills.
- Good IT skills. While ICT for development project/ digital policy experience is necessary, being an IT expert/technician is not a requirement for this position.
- Very good understanding of emerging information and communication technologies.

- Good project management skills (planning, coordinating, managing).
- Good capacity building and policy development competencies.
- Ability to participate effectively in high-level negotiations with internal and external partners.
- Good information and knowledge management skills.
- Capacity to represent the Organization competently and convincingly.
- Proven fundraising, excellent negotiation and networking skills.
- Good ability to work autonomously and to maintain effective working relationships in an international and multicultural environment.

### Languages

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

## **DESIRABLE QUALIFICATIONS**

### Work Experience

- Experience working with developing countries.
- Experience working with government counterparts.
- Experience managing programmes using digital solutions.

### Skills and Competencies

- Knowledge of funding and other resource mobilization mechanisms.
- Sound knowledge of the United Nations System, including the Sustainable Development Goals.

### 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 98 169 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.*