

Title: Assistant Programme Officer

Domain: Communication and Information

Grade: L5

Organizational Unit: Communication and Information

Primary Location: Windhoek

Recruitment open to: Namibian Nationals Only

Type of contract: Service Contract (3 months)

Annual salary: Salary scale is calculated according to the UN salary classification for Locally Recruited Personnel

Deadline (midnight, Windhoek time): 17th February 2015

OVERVIEW OF THE FUNCTIONS OF THE POST

The United Nations Educational, Scientific and Cultural Organization (UNESCO) Office in Windhoek is seeking applications for an Assistant Programme Officer for Communication and Information.

The Assistant Programme Officer will work under the authority of the Head of Office of UNESCO Windhoek and the direct supervision of the Communication and Information Programme Officer.

Main Tasks

1. The main tasks and responsibilities for the position relate to supporting the implementation of the UNESCO/SIDA funded project, "Empowering local radios with ICTs":
 - ❖ Assisting in the conceptualisation and design of the activities programmed, as reflected in the project document;
 - ❖ Assisting in daily implementation and weekly monitoring of the activities and trainings as reflected in the project document;
 - ❖ Assisting in the moderation of online networking among radio stations;
 - ❖ Providing support to the smooth coordination of the project, in particular with regards to project fund management, financial reporting and liaison with the relevant HQ section;
 - ❖ Assist in maintaining strong relationships with stakeholders, partners (telecommunication operators, network providers, phone manufacturers, etc.) and the donor;
 - ❖ Assisting in the identification of local experts and relevant partner institutions;
 - ❖ Assist in preparing progress reports and briefings as requested;
 - ❖ Assist in providing visibility to the project through the organization of promotional events and production of publicity material such as video & podcasts;
2. Assist the UNESCO Windhoek Office with updating the website, preparation of annual reports, newsletters and other publications.
3. Assist in maintaining a strong media network and provision of regular information to the national media following the proper channels.
4. Assist in the development of project proposals for resource mobilisation mainly through research

UNESCO is committed to promoting geographical distribution and gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply, as well as nationals from non- and under-represented Member States. Persons with disabilities are also encouraged to apply.

Worldwide mobility is required for staff members appointed to international posts.

UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.

5. Represent UNESCO in UNCG meetings whenever requested to do so by the supervisor
6. Perform any other duties as assigned by the Head of Office.

REQUIRED QUALIFICATIONS

Education

- ❖ First degree in Journalism and Media Studies or other related fields.

Work Experience:

- ❖ At least five (5) years of relevant professional experience of which one year must have been working with community radios.
- ❖ Previous experience of working within the United Nations System or in other nongovernmental organizations is considered desirable

Skills/Competencies:

- ❖ Technical writing skills on issues related to science and education activities;
- ❖ Very good organizational skills;
- ❖ Strong analytical and communication skills,
- ❖ Ability to multi-task, prioritize and deliver to deadlines;
- ❖ Good computer skills including applications to establish/modify filing, reference and information systems;
- ❖ Ability to work as part of a team and to take initiatives to provide quality and timely support and services;
- ❖ Flexibility to adjust work schedules and priorities.
- ❖ Personality: Discretion and capacity to deal efficiently and tactfully with people of different cultural backgrounds.
- ❖ Language skills: Good communication (oral and written) skills in English. Fluency in other languages will be considered as an advantage.

BENEFITS AND ENTITLEMENTS

UNESCO's salaries are based on the ICSC scale for locally recruited staff in Namibia

How to apply

Interested candidates are requested to submit their application by **17th February 2015**.

Application should include: Motivation letter, CV, and reference contacts.

Applications in **hard copy** should be sent to:

UNESCO Office in Windhoek

38-44 Stein Street, Klein Windhoek

P.O. Box 24519

Windhoek, Namibia

Or **by e-mail** to Windhoek@unesco.org with a copy to c.mapfumo@unesco.org indicating the post title on the envelope or the e-mail subject

Only pre-selected candidates will be contacted. The applications of the non-selected applicants will be retained by UNESCO for reference.

Please note:

UNESCO is committed to gender equality in its programming and to gender parity within the Secretariat. Therefore, women candidates are strongly encouraged to apply. UNESCO is a non-smoking organization. UNESCO does not charge a fee at any stage of the recruitment process.

A WRITTEN EXAMINATION MAY BE USED IN THE EVALUATION OF CANDIDATES.