Welcome to UNESCO Short-Term experts/support service Roster

To register on the Roster, please follow the link:

https://careers.unesco.org/careersection/roster/joblist.ftl

You will enter the Home page of the Roster and you will have to choose the thematic area. Please note that the two first areas (Short term support services at Headquarters) are for support services only :

- **Short term support services at Headquarters (Building maintenance / Security)**
- **Short term support services at HQ (Administration)**
- **Communication and Information;**
- **Education;**
- **Culture;**
- **Natural Sciences;**
- **Social and Human sciences;**
- **Management and administration;**
- **Translators - Interpreters – Revisers;**
- **Finance**
- **General Management**
- **Human Resources Specialists**
- **Information Technology Specialists**
- **Legal services**

Select the Roster in the area of your expertise and click on the title to see the overview of the roster and the qualification's requirements

Job Search **My Jobpage**

All Jobs

Expert/ Support Services roster (15 jobs found)

From time to time, UNESCO needs to call upon the services of people other than its own regular staff to work on special assignments for short periods. These can ir pressures or work requiring particular expertise specialized skills and knowledge not readily available within the Organization.

This website allows you to register your CV if you are interested in potential consultancy or short-term employment opportunities with UNESCO. Should a suitable ; appears to match your profile, we would then contact you.

Please select an area that corresponds most closely to your field of expertise and then follow the on-line instructions.

Jobs per page:
25

Sort by
Job Title (Ascending Order)

Import Prof
Use a third
your genera
Import my p

Short term support services at Headquarters (Building maintenance / Security)

Work Location : FR-Paris
Apply | SHARE

Icon legend

More i

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Compl

Short term support services at HQ (Administration)

Work Location : FR-Paris
Apply | SHARE

Communication and Information

Work Location : Multiple Duty Stations
Apply | SHARE

Culture

Work Location : Multiple Duty Stations
Apply | SHARE

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After having read the overview of the roster and the qualification's requirements, click on apply to register, please note that you can also apply directly from the home page

Job 3 out of 15 Previous | 1 2 **3** 4 5 | Next

Apply Online | SHARE

Expert/ Support Services roster

Title : Communication and Information

OVERVIEW

From time to time UNESCO employs consultants and authors who are recognized specialists or authorities working either in an advisory or consultative capacity, or providing the skills, expertise and knowledge needed for the delivery of a specific service or product. They should possess specialist skills and knowledge not readily available within UNESCO, and for which there is a temporary, short-term need, rather than a continuing need.

Consultants and authors in Communication and Information are recognized specialists or authorities in one of the following fields (please note that this list is not exhaustive):

- Access to knowledge
- Access to knowledge for people with disabilities
- Communication for development
- Development communication
- Documentary heritage
- Free and open source software (FOSS)
- Freedom of expression
- Freedom of expression on Internet
- ICT
- ICT for education, science and culture
- Information and knowledge management
- Information ethics
- Information literacy
- Information preservation
- Internet governance
- Journalism education and training
- Journalism professional standards and ethics
- Linguistic diversity on Internet
- Local and community media
- Media and Information legislation
- Media Capacity building
- Media citizen participation
- Media development
- Media development,
- Media in conflict and post-conflict areas
- Memory of the World
- Open access to education resources
- Participatory communication
- Peace building
- Preservation of documentary heritage
- Press freedom
- Public Information and outreach
- Public Service Broadcasting
- Training of media professionals and journalists

QUALIFICATIONS

EXPERIENCE

Consultants should have relevant professional experience at the national, regional and/or international level. Professional experience should be of 2 years for junior level, 5 years for intermediate level, 10 years for senior level and over 15 for highly specialized senior consultants, in one or more of the above mentioned fields.
Significant experience working in developing countries may be required for some assignments.

SKILLS/COMPETENCIES

Advanced university degree. Normally excellent knowledge of English or French. Knowledge of another UNESCO's official language (English, French, Spanish, Arabic, Chinese or Russian) would be an advantage.

For more information on the Communication and Information Sector of UNESCO, please click on the following link: http://www.unesco.org/new/en/communication-and-information/ .

Apply Online | SHARE

If you register <u>for the first time,</u> please create your account by clicking on «**New User**».

If you <u>are already registered</u>:

- enter your «**User Name**» and «**Password**»
- click on «**Login**».

Login

To access your account, please identify yourself by providing the information requested in the fields below, then click "Login". If you are not registered yet, click "New user" and follow the instructions to create an account.

Mandatory fields are marked with an asterisk.

*User Name

*Password

Forgot your user name?
Forgot your password?

Login   New User

For **password**, please respect the following rules:

- It must contain between 6 and 32 characters.
- It must contain at least 1 letter(s) (ABCD…., abcd….)
- It must contain at least 1 numeric character(s) (123 ….)
- It must not contain more than 5 identical consecutive characters (AAA, iiii, $$$$$ ...).
- It must not contain your user name.

Read carefully the Privacy Agreement and click on «**I Accept**» or «**I Decline**».

Welcome. You are signed in. | My Account Options   Sign Out

Job Search   **My Jobpage**

Back   Printable Format

Privacy Agreement

Select a language

English

Data protection agreement

Your privacy and the privacy of all applicants to UNESCO are important to us. We take every precaution to protect the information you provide.
In connection to your use of our web site, we ask for and collect information including your name, email and postal addresses, education and work history, etc. The data you provide for this application will be processed for the purpose of selection and in connection to any subsequent possibility of employment with UNESCO, unless otherwise indicated.
You can access your information by logging into your account. You can update, modify or delete it. We do not collect information for other than their intended purpose as described above. Information provided on this site will not be shared with any organization outside UNESCO without the user's express permission and will not be used for any commercial purpose.

Candidate's statement

By completing the information requested, I (1) declare that I have read, understood and accepted the above statements; (2) declare that the information provided is true and complete to the best of my knowledge; (3) authorize UNESCO to take any necessary steps to verify all information provided including contacting former employers.
I understand that any willful misrepresentation made on this web site or any other documents submitted to UNESCO during my application may result in termination of my employment with UNESCO, if it resulted in employment.

I Accept   I Decline

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Proceed to your registration by completing the mandatory fields. As indicated, the mandatory fields are marked with an asterisk *

Click on «**Register**».

New User Registration

Please take a few moments to register. You will need this information to access your account in the future. Please note that your Password should include between 6 and 32 characters, and contain at least one capital letter and one numeric character.

Mandatory fields are marked with an asterisk.

*User Name

*Password

*Re-enter Password

*Email Address

*Re-enter Email Address

Register   Cancel

Cover letter is optional; should you wish to state the reasons why you would like to be considered for an assignment with UNESCO, you may do it here, please write your cover in English or French only

Click on: «**Save and Continue**» and go to the next step (Personal information) **OR** «**Save as Draft**» to put your registration on hold.

Cover Letter

Mandatory fields are marked with an asterisk.✶

Please note that the cover letter is optional but appreciated. In the space below you may state the reasons why you think you are a qualified candidate for a conultant assignment with UNESCO. If you paste a text, please note that the original formatting may be lost; please make sure the text has benn pasted correctly. To go directly to the personal information page, click on the button "Save and Continue".
Note: When applying for the fist time, you will need about 50/60 minutes to complete your application. The information you have provided will be stored for future applications. Thank you for your time and attention to ensuring that the required fields are completed in details

Enter the required information. As indicated, the mandatory fields are marked with an asterisk *

To select your counrty of birth/citizenship:
- enter the three first letters of your country of birth/citizenship ; click on **«Search »**.(for example « FRA » as France; click on **«Refresh**»; choose the appropriate country by clicking on the corresponding bullet; click on **«Select»**.

Cover Letter	Personal Information	Education	Work experience	References	Questions	Additional Information	Summary

Save and Continue | Save as Draft | Quit

Personal Information

Mandatory fields are marked with an asterisk.*
Personal information, areas of expertise and linguistic abilities

Personal Information

*Last Name

*First Name

*Gender
Not Specified
Not Specified
Female
Male

*Address (line1)

Address (line 2)

*Zip/Postal Code

*City

*Preferred contact number

Other contact number

Please indicate the international code

*Email Address

*Place of Residence
Country
Not Specified

*Date of Birth
Month   Day   Year

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To look for **areas of expertise**:

1. Click on «**Search**».
2. Enter the expertise's three first letters as a «**Keyword**» (in our example « ACC » for an expertise in accountancy)
3. Click on «**Refresh**
4. Click on the bullet point to select the appropriate expertise.
5. Click on «**Select**».

Please select those carefully as this field will be of crucial importance when searching for a candidate. **Please indicate your main expertise as Area of Expertise 1**

Areas of expertise
Please indicate **your main expertise as Area of Expertise 1.**

If you search by keywords, please type one of the following items : Education, Culture, Natural Sciences, Social and Human Sciences, Communication and Information, Building related services, General Administrative Support, Documentation and Library, Translation / Interpretation / Writing , Public Information, External Relations, Management/Audit/Oversight, Law, Computer Sciences / Information Technologies, Human Resources, Finances.

*Area of expertise 1		Area of expertise 2	
Culture - Architecture	Search	Natural Sciences - Climate	Search

Area of expertise 3		Area of expertise 4	
Natural Sciences - Chemis	Search		Search

Area of expertise 5
	Search

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1. Select your mother language; to select a mother language or other fluent languages:
1. click on «**Search**»
2. enter the language's three first letters as a «**Keyword**» (for example «ARA» for «Arabic» as mother language).
3. click on «**Refresh**»
4. choose the appropriate item
5. click on «**Select**».

2. Indicate your level for each of the five UNESCO's working languages and the corresponding level;
3. Indicate any «**Other fluent language**»

Click on: «**Save and Continue**» and go to the next step **OR** «**Save as Draft**» to put your registration on hold.

Linguistic abilities
• Excellent: Ability to read, write and speak a language like an educated native speaker.

• Very Good: Ability to read, write, and speak a language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations.

• Good: Ability to read, write, and speak a language and satisfy most work requirements and show some ability to communicate on concrete topics.

• Fair: Ability to read, write, and speak a language and satisfy routine informal conversations and limited work/formal conversations.

• Basic: Ability to read, write, and speak a language using a restricted vocabulary and command of language structure.

• None: Little or no knowledge of this language

✱Mother Language
[   ] [Search]
✱Level of English
[Not Specified ▾]
✱Level of French
[Not Specified ▾]
✱Level of Spanish
[None   ▾]
  Not Specified
  Excellent   se
  Very good
  Good   an
  Fair
  Basic   al language ▾]
  None
✱Level of Arabic
[None ▾]

Other fluent language 1
[   ] [Search]

Other fluent language 2
[   ] [Search]

[Save and Continue] [Save as Draft]

Enter the required information. As indicated, the mandatory fields are marked with an asterisk *.

To Select the « **Field of studies** », enter the three first letters of the studied field and choose the appropriate item among the options displayed (for example «AUD» for studies in «Auditing»).

To Select the «**Institution**», enter the three first letters of the institution where you have studied and choose the appropriate item among the options displayed (for example «HAR» for studies at «Harvard Law School»).

To **remove** and/or **add** education experience, click on add/remove additional educatiion level.

To select certifications:
- enter the three first letters of the certification's field, and choose the appropriate item among the options displayed (same as for Education)

OR
1.   click on «**Select**»
2.   enter a «**Keyword**» (for example «AUD» for a certification in audit)
3.   click on «**Refresh**»
4.   choose the appropriate cetirfication
5.   click on «**Select**».

 Click on: «**Save and Continue**» and go to the next step **OR** «**Save as Draft**» to put your registration on hold.

Certification 1

Certification   Issue Date
[   ] Select   Please select

Issuing Organization   Expiration Date, if applicable.
[   ]   Please select

Remove Certification

Add Certificate

[Save and Continue] [Save as Draft]

Enter the required information. As indicated, the mandatory fields are ma. rked with an asterisk *. Tick the box if it is your current position

To **remove** and/or **add** work experience, click on add/remove additional work experience.

Click on: **«Save and Continue»** and go to the next step **OR** «**Save as Draft**» to put your registration on hold.

Work experience

Mandatory fields are marked with an asterisk.*
Work Experience

Please indicate your work experiences, starting with the most recent ones. If you have worked with the same employer on different assignments and/or in several positions / countries, please add a new "Working Experience" for each different assignment/position/country. You must enter at least 1 work experience.
You must specify at least 1 work experience entry.

☐ Current Job

*Employer

*Title / Function

*Grade
Please select ▾
Note : For UNESCO and UN staff only, otherwise please select N/A.

*Start Date
Month ▾ Year ▾

Main Responsibilities / Achievements / Assignments

Remove Work Experience | **Move Down**

Add Work Experience

Save and Continue   Save as Draft

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To **remove** and/or **add** reference, click on add/remove reference

Click on: **«Save and Continue»** and go to the next step **OR** **«Save as Draft»** to put your registration on hold.

Enter the required information; mandatory fields are marked with an asterisk*. When filling the free texts fields, please put N/A if not applicable for your registration; when entering countries in which you have working experience or a particular knowledge, please enter their official names in English or French starting with the capital letter.

Click on: «**Save and Continue**» and go to the next step **OR** «**Save as Draft**» to put your registration on hold.

STEP 3: REGISTRATION – ADDITIONAL INFORMATION

Complete the required information on relatives and/or spouse. Complete the additional mandatory information. As indicated, the mandatory fields are marked with an asterisk *****.

Click on: «**Save and Continue**» and go to the summary of your registration **OR** «**Save as Draft**» to put your registration on hold.

| Cover Letter | Personal Information | Education | Work experience | References | Questions | Additional Information | Summary |

Save and Continue   Save as Draft

Additional Information

Mandatory fields are marked with an asterisk. *****

*How much notice would you require to report for work?
Less than one month

Relatives/Spouse
*Do you have any relatives and/or spouse employed by UNESCO or any other United Nations organization
No

If Yes, please specify
First and last name of the relative or spouse:

Relationship :

Name of the UN organization:
Not Specified

-
First and last name of the relative or spouse:

Relationship:

Name of the UN organization:
Not Specified

Other Information
*Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?
No

If yes, give a brief explanation of each case and be prepared to provide additional information if required.

UNESCO is committed to providing equality of access to employment in the Organization to the persons with disabilities and undertakes to provide reasonable accommodations necessary to enable a person with a disability to enter into and remain in employment within the Organization. If you require any accomodation arrangement please mention it below.
Please specify

----
*For international appointment, geographical mobility is required. Would you have any objection to serving in a country / region of the world?
No

If yes, please indicate which country/region and reason.

Job Posting Notification

Select the checkbox below to receive an email notification whenever a new position matching this profile is posted.

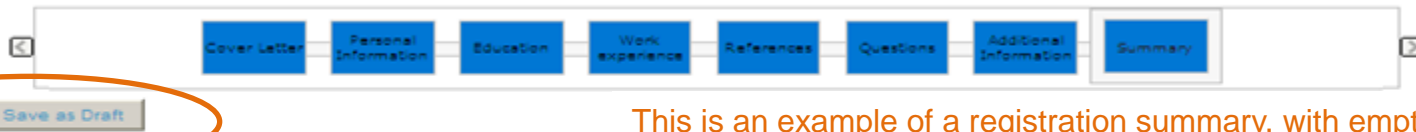☑ Send an email notification whenever a new position matching this profile is posted.
Source Tracking

Please indicate how you were informed of this job opportunity.
*Source Type
Select One...

Save and Continue   Save as Draft

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| Cover Letter | Personal Information | Education | Work experience | References | Questions | Additional Information | Summary |

Submit   Save as Draft

This is an example of a registration summary, with empty fields; at this stage you may still edit the information entered.

Summary

This summary displays the information included click "Edit" next to the relevant section.

Personal Information | Edit

Personal information, areas of expertise and linguistic abilities

Education | Edit

Education

Education Level
Field of studies
Specialization
Original Title of the diploma
Institution
City
Country
Graduation Date

Certifications

Certification
Issue Date
Issuing Organization
Expiration Date, if applicable.

REMINDER: AN APPLICATION IS NOT SUBMITTED UNTILL YOU HAVE CLICKED ON «Submit » AT THIS LATEST STEP OF THE REGISTRATION PROCESS

Work experience | Edit

Work Experience

Current Job
Employer
Title / Function
Grade
Start Date
End Date
City
Country
Main Responsibilities / Achievements / Assignments
Supervisor's Name
Supervisor's Email Address
Supervisor's contact number

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