

Vacancy Notice

Title: Junior Communications Officer

Domain: Education

Organizational Unit: UNESCO

Primary Location: Harare, Zimbabwe

Type of contract: Service Contract

Grade: SB1

Duration of contract: 1 year with possibility of extension subject to availability of funds and satisfactory performance

Opening date of application: 27 January 2017

Deadline (*midnight, Harare time*): 10 February 2017

Application to be sent to: vacancies.harare@unesco.org

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Director of the Regional Office in Harare and the direct supervision of the Regional HIV and Health Education Adviser, the incumbent is expected to bring innovative and hands-on skills to the implementation of communications activities for the HIV & Health Education programs in the ESA region. Specifically, s/he will be responsible for the following duties and responsibilities:

- Assist with the maintenance and updating of Young People Today website, generating content for the Young People Today campaign, social media platforms and the work surrounding the ESA Ministerial Commitment.
- Assist with the production of communication materials (e.g. annual reports, brochures, newsflashes, press releases, creating content for the website / external communications, intranet / internal communications).
- Manage social media content (news and events) on Facebook and Twitter.
- Assist with the organization of communication materials for events such as conferences and workshops.
- Monitor news coverage of Comprehensive Sexuality Education, HIV and Health Education and external events, with an eye toward opportunities for promotion of UNESCO's work.
- Develop a large contact database and maintain a high quality database through regular updates.
- Perform any other duties as maybe assigned by the Supervisor, within the framework of Junior Communications Officer functions.

REQUIRED QUALIFICATIONS

EDUCATION & WORK EXPERIENCE

- University-degree in a relevant field (media and communication studies, journalism, marketing or political science).
- More than two years of experience in communications, preferably within a UN or NGO setting.
- Ability to handle a high volume of work and function in a fast-paced environment.

- Knowledge of web-based communications tools, content-management systems, and social media platforms.

SKILLS/COMPETENCIES

- Knowledge and understanding of issues related to sexual and reproductive health rights, HIV prevention programming for young people, comprehensive sexuality education, gender equality and gender based violence in the context of Eastern and Southern Africa;
- Very good knowledge of MS Office including Word, Excel and PowerPoint, use of e-mail and internet;
- Working knowledge of Adobe Creative Suite tools
- Excellent organizational, coordination and networking skills;
- High standard of spoken and written English;
- Ability to work in a team-oriented, collaborative environment;
- Ability to multi-task, prioritize and deliver to deadline, as well as work under pressure.

BENEFITS AND ENTITLEMENTS

A competitive salary (SB1) is offered depending on qualifications and experience in accordance with the UN conditions of employment for locally recruited staff in Zimbabwe.

HOW TO APPLY

To apply, please send your application letter, personal CV and UNESCO CV format which can be accessed from <http://www.unesco.org/new/en/harare/home/>, in English making reference to post- Junior Communications Officer, including contact details of 3 referees: By email: vacancies.harare@unesco.org

Or By hand or delivery post:

UNESCO Regional Office for Southern Africa
Junior Communications Officer
8 Kenilworth Road
Newlands, Harare

Applications are to reach UNESCO no later than 15 February, 2017 (**Midnight**, Harare time).

Only Zimbabwean Nationals are eligible to apply for this position.

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

UNESCO IS A NON-SMOKING ORGANIZATION

A WRITTEN TEST MAY BE USED IN THE EVALUATION OF CANDIDATES. PLEASE NOTE THAT ONLY PRE-SELECTED CANDIDATES WILL BE CONTACTED.