

Title: *Project Officer*

Domain: Education

Grade: P3

Organizational Unit: UNESCO Headquarters

Duty Station: Paris, France

Type of contract: Project Appointment

Annual salary: Single rate: approx. USD 83,446

Dependent rate: approx. USD 89,395

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

Deadline (*midnight, Paris time*): **29 September 2015**

Application to be sent to: Ms Nuria Chat n.chat@unesco.org - with a cover letter making reference to post and including contact details of 3 referees, [CV Form to be used](#)

OVERVIEW OF THE FUNCTIONS OF THE POST

I. Background

The United Nations Educational, Scientific and Cultural Organization (UNESCO), a founding Cosponsor of the Joint United Nations Programme on HIV/AIDS (UNAIDS), supports Member States to achieve universal access to HIV prevention, treatment, care and support. UNESCO situates its work on HIV and AIDS within a wider context of comprehensive sexuality education for adolescents and young people, connecting to school health and health more broadly.

UNESCO's Workplan (37C/5) as well as its Strategy on HIV and AIDS highlights UNESCO's contribution to HIV and health education including three strategic priorities: 1) building country capacity for effective and sustainable education responses to HIV; 2) strengthening comprehensive HIV and sexuality education; and 3) advancing gender equality and protecting human rights. All parts of the Organization are mobilized at the global, regional and country levels to take forward activities that are culturally appropriate, gender-transformative and evidence-based.

II. Duties and requirements

Under the overall authority of the Assistant Director General for Education and of the Director, Division of Teaching, Learning and Content and under the direct supervision of the Chief, Section on Health and Global Citizenship Education, Division of Teaching, Learning and Content, the incumbent will work closely with teams responsible for work on HIV and sexuality education, gender-based violence and homophobic violence in education settings and school health to improve the overall strategy for communications and advocacy and to specifically provide support for major campaigns.

Lead on development and delivery of a strategic communications plan & communication products and processes

- Develop coherent external and internal communications for the section, covering all thematic areas as reflected in section strategy, and identify key audiences, key messages and relevant media to use
- Engage and liaise with UNESCO Regional HIV and Health Advisors and with UNESCO communications colleagues and other key partners
- Identify and develop relevant partnerships for communications and advocacy
- Monitor and measure effectiveness of communications and advocacy strategy

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

- ❑ **Provide support to major communications campaigns, notably on homophobic bullying and on Comprehensive Sexuality Education:**
 - Manage the development of key communications & advocacy products, overseeing production from creative concept to final product, placement and monitoring and reporting
 - Write and edit text for videos, flyers, posters, newsletters etc. Manage archives including text and graphic content
 - Commission videos and infographics, prepare briefings for external consultants
 - Ensure dissemination, use and monitoring of communications and advocacy products
 - Manage and oversee web and social media presence for the campaigns, writing text for websites, engagement in social media discussion

- ❑ **Lead on delivery of the section's communication plan, ensuring effective development, delivery and monitoring of all communications and advocacy related to the section's broad thematic areas and oversight of communications related budgets:**
 - Manage and oversee the section's web & social media presence through its own website, social media channels and engagement in online interaction
 - Write and edit text for websites, newsletters, social media, presentations and ensure all website content is updated. Manage archives including text and graphic content
 - Collaborate with UNESCO's press service and External Relations and Public Information Sector to engage global and regional media on key themes particularly related to the major communications campaigns
 - Support planning for section presence at key events including conferences and other global opportunities for exposure through input to strategic discussions on plans for mobilization at conference and global events and support for development of abstracts and presentations
 - Support development, dissemination and use of publications: Provide input to development of content and of design, and to support materials for dissemination (eg presentations, webinars); Provide input to strategic discussions on the section's publications plan; Support dissemination plans and monitoring of use of publications.

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree (equivalent to Masters) in education, social sciences, public health, communications or related field

WORK EXPERIENCE

At least 4 years of relevant professional experience, which includes 2 years in a developing country

SKILLS/COMPETENCIES

- Excellent strategic, analytical and communications skills; Demonstrated skills in communications and partnership development with government, civil society and other stakeholders;
- Demonstrated skills and experience in advocacy and technical support provision;
- Excellent strategic and analytical skills;
- Excellent coordination and networking skills;
- Ability to work in an international, multicultural environment;
- Good interpersonal skills and ability to maintain good working relations with colleagues and staff at all levels within as well as outside the organization;
- Task- and results-oriented with ability to prioritise and organize work;
- Very good organizational skills, tact and discretion;
- Ability to adapt to a range of projects and to work in a team

**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.**

DESIRABLE QUALIFICATIONS

WORK EXPERIENCE

- Experience in the education sector;
- Knowledge of UN and other relevant inter-agency mechanisms and networks.

SKILLS/COMPETENCIES

- Significant technical expertise in communications and experience of supporting ministries of education or other government bodies on HIV and education;
- Familiarity with UNAIDS strategy, programming and partnerships.

LANGUAGES

- Fluency (oral and written) in English essential. Ability to communicate in French would be an asset.

BENEFITS AND ENTITLEMENTS

UNESCO's salaries are calculated in US dollars and exempt from income tax. They consist of a basic salary and a post adjustment which reflects the cost of living in a particular duty station and exchange rates.

Other benefits include: 30 days annual leave, family allowance, home travel, education grant for dependent children, pension plan and medical insurance.

Please note that UNESCO is a non-smoking Organization.

HOW TO APPLY

To apply, please send your application letter, UNESCO CV, in English to the by email to n.chat@unesco.org
Application files will have to reach UNESCO by **29 September 2015** before **midnight** (Paris time).

Additional information about UNESCO and its work on HIV and health education is available from the website:
<http://www.unesco.org/aids>