

## JOB ANNOUNCEMENT NO. UNES/GAMB01

Date issued 25 September 2017

<b>Title</b>	:	Journalism and Media Project Manager
<b>Level/Fee</b>	:	SB5 level of the local UN salary scale (GMD 54750/Month)
<b>Duty station</b>	:	Banjul, GAMBIA
<b>Organizational Unit</b>	:	Communication and Information UNESCO Regional Office in Dakar
<b>Contractual Status</b>	:	Service Contract
<b>Duration</b>	:	Three months
<b>Deadline for Applications</b>	:	29 September 2017
<b>Report to work</b>	:	5 October 2017

### Major Duties and Responsibilities:

Under the overall responsibility of the Director of UNESCO Regional Office in Dakar (UNESCO Dakar), the direct supervision of the Regional Adviser for Communication and Information of UNESCO Dakar and in close consultation with Gambia National Commission for UNESCO, the Project Manager will provide support to UNESCO in the implementation and monitoring of the EU-funded project on Media Development in The Gambia under the ACP/EU Partnership Agreement and the Gambia/EU Cooperation framework.

### Tasks:

1. Plan and implement all project activities, including capacity building and training activities as per the related work plans of the Project Agreement;
2. Provide the NAOSU, EU Delegation & UNESCO with timely and accurate operational and financial information about the project;
3. Liaise with the Office of the European Union (OEU) in the Gambia and NAOSU on operational issues related to the execution of project activities;
4. Ensure that sufficient visibility and communication activities are conducted according to the terms of the Project Agreement;
5. Assist UNESCO in the recruitment and follow-up of service providers as and when needed;
6. Implement any other activities and partnerships as assigned by the implementing partner (UNESCO Dakar) and Gambia National Commission for UNESCO.

### Required Outputs/Reporting:

- Timely preparation and delivery of the tasks under his/her responsibility;
- Present regular reports according to the agreed formats with UNESCO and timelines;
- Prepare additional reports whenever requested by the UNESCO.

In line with UNESCO's overall gender mainstreaming strategy, the incumbent is expected to integrate a gender perspective in all activities and apply gender analysis and mainstreaming concepts whenever feasible.

**Qualifications/Requirements:**

**Education:** Advanced university degree in economics, management or a related field.

**Language:** Excellent written and spoken English. A good knowledge of French is an asset

**Experience:** At least 7 years of professional experience in programme/project management and implementation; experience in institutional capacity building in the field of good governance, strengthening of democracy and human rights; proven experience managing donor-funded projects and working with non-state actors will be an asset.

**Competencies:** Good leadership, team building, organizational and analytical skills; good communication and inter-personal skills; excellent computer skills in text processing, spreadsheet and presentation applications; ability to work independently on delegated tasks.

**Apply To:**

Interested applicants are invited to submit a cover letter (referencing the Job Announcement No. **UNES/GAMB01**) accompanied by a detailed resume; three references (including name, position, address and contact details that can vouch for your professionalism and competence) in English to [recruitment.breda@unesco.org](mailto:recruitment.breda@unesco.org) cc: [admin@unesco.gm](mailto:admin@unesco.gm) or by hard copy to:

Gambia National Commission for UNESCO:  
P.O. Box 1133  
14/15 Marina Parade,  
Banjul  
The Gambia

*Only short-listed candidates will be contacted*