

**Title:** ASSOCIATE PROJECT OFFICER  
**Domain:** Global Citizenship Education  
**Grade:** P2  
**Organizational Unit:** Section of Global Citizenship and Peace Education, Division for Peace and Sustainable Development  
**Duty Station:** Paris, France  
**Type of contract:** Project Appointment  
**Annual salary:** 46 472 USD  
**Duration of the contract:** 1 year, with possibility of extension depending on availability of funds and performance  
**Deadline (midnight, Paris time):** 15 July 2018  
Application to be sent to: [gced@unesco.org](mailto:gced@unesco.org) (UNESCO CV Form to be used with a cover letter in English making reference to post PA, ED/PSD/GCP)

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UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

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### Background

The Section of Global Citizenship and Peace Education, within the Division for Peace and Sustainable Development, is in charge of the coordination and implementation of activities related to Global Citizenship Education (GCED) and coordinates intersectoral work on the Prevention of Violent Extremism.

GCED is a strategic area of UNESCO's Education Sector programme and builds on the work of Peace and Human Rights Education. It aims to empower learners to assume active roles to face and resolve global challenges and to become proactive contributors to a more peaceful, tolerant, inclusive and secure world. GCED contributes to the achievement of Target 4.7 of the Goal 4 on Education of the Sustainable Development Agenda. Its learning objectives are described in UNESCO's publication "Global Citizenship Education – Topics and Learning Objectives" (Global Citizenship Education – Topics and Learning Objectives, UNESCO, May 2015 <http://unesdoc.unesco.org/images/0023/002329/232993e.pdf>). Under the GCED umbrella, UNESCO has developed several themes: Preventing violent extremism through education, Education about the Holocaust and genocide, Languages in education.

In the context of UNESCO's work on Global Citizenship Education, the Organization is also collaborating with the United Nations Office on Drugs and Crime (UNODC) in the development of guidance, toolkits and capacity building activities for education policy-makers, teachers and teacher trainers that promote a culture of lawfulness. This collaboration is set in the context of UNODC's Education for Justice (E4J) initiative), which is part UNODC's Global Programme to support key objectives of the Doha Declaration, which was adopted by the Thirteenth United Nations Congress on Crime Prevention and Criminal Justice in 2015. The Declaration recognizes the fundamental importance of universal education for children and youth as key to the prevention of crime, terrorism and corruption, as well as to promote sustainable development. E4J is aimed at building a culture of lawfulness among children and youth through the provision of age-appropriate educational materials on topics related to criminal justice, crime prevention and the rule of law and the integration of those materials into the curricula of all education levels.

### Overview of the functions of the post

Under the overall authority of the Assistant Director-General for Education, overall guidance of the Director of the Division for Peace and Sustainable Development, and, the immediate supervision of the Chief of Section of Global Citizenship and Peace Education, and in close collaboration with the Team Leader for Global Citizenship Education, the incumbent will be in charge of developing and implementing communication tools, campaigns and activities related to the UNESCO/UNODC initiative on Education for a culture of lawfulness that is embedded in UNESCO's Global Citizenship Education programme, which includes the Organisation's work on the prevention of violent extremism.

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Tasks include:

- Further develop the communication plan and constantly adapt it in alignment with the Organization's house-wide, and Education Sector, Communication Strategy and Plan, policies and practices;
  - Prepare/write and disseminate timely, accurate, high-quality information to the general public and/or other specified groups through various media and communication, including press releases, articles, interviews, key messages, Q&A, digital content;
  - Prepare a digital campaign to disseminate key messages and promote the materials developed in the framework of the UNESCO/UNODC initiative on Education for a culture of lawfulness and other materials on GCED and PVE;
  - Report and provide advice on media outreach initiatives;
  - Ensure regular contact and coordination with the relevant communication focal points within the Organization on communication-related activities;
  - Establish and maintain contact with key partner organizations, national and international key media organizations, editors and journalists and press officers in UN programmes and agencies – UNODC in particular – in order to identify and promote activities and events that may be of interest to UNESCO's various target groups;
  - Perform other related duties that may be assigned.
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## Competencies

A successful candidate will be required to demonstrate the following competencies:

### Core Competencies

Accountability

Communication

Teamwork

Innovation

Results focus

Planning and organizing

Knowledge sharing and continuous improvement

For detailed information please consult the [UNESCO Competency Framework](#)

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## Required qualifications

### Education

- Advanced university degree (Masters or equivalent) in Education, Communication, Law or Social Sciences.

### Work Experience

- At least 2-year professional experience in communication related to the fields of competence of UNESCO, of which preferably 1 year at international level.

### Skills and competencies

- Excellent communication skills including speaking and writing skills, and demonstrated ability to write for specialist and non-specialist audiences.
- Experience in developing infographics and impactful and easy-to-read messages, including video, image, and text.
- Strong analytical skills.
- Strong organisation and coordination skills.
- Strong interpersonal skills, with proven ability to maintain effective working relations within a multi-cultural environment, tact and diplomacy.
- Ability to multi-task, prioritize and deliver to deadline, as well as to work under pressure.
- Excellent IT skills, including the use of graphic design softwares.

### Languages

- Excellent knowledge of spoken and written English and French.
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*UNESCO is committed to promoting geographical distribution and gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply, as are nationals from non- and under-represented Member States. Persons with disabilities equally are encouraged to apply.*

*Worldwide mobility is required as staff members must be ready to serve in other duty stations in accordance with UNESCO's geographical mobility policy.*

*UNESCO applies a zero tolerance policy against all forms of harassment.*

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

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## How to apply

To apply, please send your application letter, UNESCO CV (CV Form to be used), in English by email: [gced@unesco.org](mailto:gced@unesco.org). Application files will have to reach UNESCO Headquarters before 15 July 2018 midnight (Paris time)

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## Benefits and entitlements

UNESCO's salaries are calculated in US dollars. They consist of a basic salary and a post adjustment, which reflects the cost of living in a particular duty station, as well as exchange rates. Other benefits include: 30 days annual leave, family allowance, home travel, education grant for dependent children, pension plan and medical insurance. More details can be found on the [ICSC Website](#).

Please note that UNESCO is a no-smoking Organization.

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