

Title: Assistant Communication Officer
Domain: Freedom of Expression, Communication, Advocacy
Grade: P-2
Post Number: CI/PA 008
Duty Station: Paris, France
Type of contract: Project Appointment
Annual salary: Approximately 58 848 Euros
Duration of the contract: 1 year(s), with possibility of extension depending on availability of funds and performance
Deadline (midnight, Paris time): **12/07/2018**
Application to be sent to: projectrecruitmentci@unesco.org (UNESCO CV Form to be used with a cover letter in English making reference to post CI/PA 008)

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

Overview of the functions of the post

Under the overall authority of the Assistant Director-General for Communication and Information Sector and the supervision of the Chief of Section for Freedom of Expression, the successful candidate will be responsible in contributing to the communication of the Section for Freedom of Expression and advocacy on its core mandate and priorities including freedom of expression, safety of journalists, and access to information.

In particular, the Assistant Communication Officer will:

- Support the production and implementation of a communication plan for the section, and also for specific campaigns and events, especially international days (World Press Freedom day, International Day to End Impunity for Crimes against Journalists, International Day for Universal Access to Information).
- Create communication and visibility tools including info graphs, banners and posters, newsletter, videos, and web graphics. This will entail introducing innovative ideas and themes, doing the design, and handling the production.
- Maintain the website for the [Multi-Donor Programme on Freedom of Expression and Safety of Journalists](#) making sure it is up to date with latest news and communication and visibility tools. This includes following up with staff responsible for projects and activities funded under the Programme, whether at HQ or in the field, to constantly provide features and news.
- Leveraging media partnerships to support overall communication and visibility of the programme.
- Any other activities that may be required to ensure the visibility and success of the implementation under the Multi-Donor, programme including taking photos, providing assistance at events, handling translation of tools and publications produced, etc.
- Other assignments to reinforce UNESCO's communication visibility, namely the section for freedom of expression.

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](#)

Required qualifications

Education

- Advanced university degree (Masters or equivalent) in communication, public information, public diplomacy, or in another area covered by the work of the UNESCO's programmes in Freedom of Expression and Media Development.

Work Experience

- Minimum of 4 years of relevant professional experience, of which 2 years acquired at international level, in communication and visibility for activities and projects related to freedom of expression and/or media development; and knowledge about UNESCO's actions in this field of work;
- Experience in graphic design, web, social media and video production.

Skills and competencies

- Familiarity with international organizations;
- Proficiency in Adobe creative softwares and video editing softwares;
- Proven ability to provide communication and support to high-scale events and campaigns;
- Technological Awareness - displays awareness of relevant technological solutions;
- Ability to work in an international or multicultural environment.

Languages

- Excellent knowledge of English.
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Desirable qualifications

Work Experience

- Demonstrated experience in creating visibility and communication plans for international campaigns.

Skills and competencies

- Good IT and information skills.

Languages

- Working knowledge of French and/or Spanish.
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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: projectrecruitmentci@unesco.org. Application files will have to reach UNESCO Headquarters before **12 July 2018** midnight (Paris time)

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.

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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