

**Title:** Communication Officer  
**Domain:** Preparedness and response to emergencies in the field of Culture  
**Grade:** L-4  
**Organizational Unit:** Culture Sector, Division for Heritage, Emergency Preparedness and Response Unit  
**Duty Station:** Headquarters (Paris, France)  
**Type of contract:** Service Contract  
**Duration:** 7 months with possibility of extension subject to availability of funds and satisfactory performance  
**Monthly salary:** Gross Amounts between 3,455 Euros – 3,938 Euros  
**Deadline (midnight, Paris time):** **30 April 2018**  
**Application to be sent to:** [epr@unesco.org](mailto:epr@unesco.org)

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

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## Background

The aim of the Emergency Preparedness and Response (EPR) Unit is to coordinate and support activities of the Culture Sector for preparedness and response to emergencies resulting from conflicts and disasters, in close consultation with other entities of UNESCO and the relevant United Nations entities. It does so through policy advice, the development of new partnerships and tools, the provision of technical backstopping to Headquarters and Field Office colleagues, including a rapid response mechanism for the deployment of experts, as well as by resources mobilization and communication.

The EPR Unit is responsible for coordinating the implementation of the *Strategy for the Reinforcement of UNESCO's Action for the Protection of Culture and the Promotion of Cultural Pluralism in the Event of Armed Conflict* (2015), the related *Addendum on emergencies resulting from natural or human-induced hazards* (2017) and the corresponding *Action Plan* (2017).

The EPR Unit is also in charge of the overall management of the Heritage Emergency Fund, a multi-donor funding mechanism established in 2015 that supports emergency preparedness and response activities. To raise awareness about the Fund and the activities it supports, the Communication and Visibility Plan for the biennium 2018-2019, drafted in 2017, needs to be implemented.

## Scope

The Communication Officer shall contribute to the planning and promotion of effective communication and advocacy initiatives to support the programme for emergency preparedness and response of the Culture Sector. The objective is to achieve outreach, awareness and engagement on this issue. Communication should raise visibility of the plight of heritage in emergencies and the affected communities, attract partners and donors for the Heritage Emergency Fund, and inspire culture professionals, local and national leaders and decision-makers, as well as the general public, to get involved.

## Terms of reference

Under the overall authority of the Deputy Director of the Division for Heritage and the direct supervision of the Chief of the Emergency Preparedness and Response Unit, in close cooperation with the Partnerships, Communication and Meetings Unit (CLT/PCM) and the Public Information Specialist of the Culture Sector, the Culture Programme Specialists in the UNESCO Field Offices and the Division for Public Information (DPI), the Communication Officer shall:

- Develop communication messaging and materials for different audiences (governments, private sector, donors, partners and the press). This entails drafting and designing, as well as liaising with graphic designers, printers and other service suppliers;
  - Propose and design promotional and awareness-raising events and ensure their organization and communication through press releases and webnews in coordination with DPI, CLT/PCM and external partners;
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- Develop web content including webnews, interviews, videos etc. (in English and French) related to the activities implemented by the EPR Unit, with a particular focus on those supported through the Heritage Emergency Fund;
  - Elaborate and ensure the dissemination of a quarterly newsletter on the programme of activities supported by the Heritage Emergency Fund;
  - Support the production of visual, audio and electronic materials as required;
  - Develop close collaboration with the Media Relations Unit of DPI at UNESCO Headquarters and with public information officers in the UNESCO Field Offices in order to reach the press through initiatives aiming at generating and maintaining public interest on the theme of culture in emergency situations;
  - Develop and increase social media communication in coordination with DPI;
  - Facilitate photo and video coverage; use both web-based and traditional media platforms, as appropriate; and ensure their presence on UNESCO webpages and social media, in accordance with UNESCO rules and regulations, including copyright laws;
  - Propose updates, as appropriate, to the Heritage Emergency Fund Communication and Visibility Plan 2018-2019.
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## Competencies

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

Accountability  
Communication  
Teamwork  
Innovation  
Results focus  
Planning and organizing  
Knowledge sharing and continuous improvement

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## Required qualifications

### Education

Bachelor's degree in Communication, Journalism, Media Relations, Public or International Relations, Publishing Development, Political Science, or other related subject.

### Work Experience

- At least 4 years of relevant professional experience at the national or international level in public relations, communication, preferably in the field of Culture.
- Experience using social media for organizational advocacy and awareness-raising.

### Skills and competencies

- Proven skills in writing communication/visibility/advocacy materials (send samples if available);
- Expertise in web and social media communication;
- Ability to plan and coordinate communication/visibility strategies and initiatives;
- Sound judgment and creativity;
- Ability to work in a multi-cultural environment; autonomy; proactivity.
- Excellent knowledge of the full Microsoft Office Software package.

### Languages

Fluency in English and French (written and spoken).

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## Desirable qualifications

### Education

Master's Degree in Communication, Journalism, Media Relations, Public or International Relations, Publishing Development, Political Science, or other related subject.

### Work Experience

- Previous experience with a multilateral or international organization, or in the UN system.
- Experience related to emergency situations.

### Skills and competencies

- Experience in Graphic Design, Photoshop and web design software.
  - Experience in using multimedia projector, digital camera, video camera, and other electronic devices.
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*UNESCO is committed to promoting gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply. Persons with disabilities equally are encouraged to apply.*

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

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Languages

Knowledge of Arabic (written and spoken).

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### Assessment

An assessment exercise may be used in the evaluation of candidates.

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### How to apply

Please send your application (CV and motivation letter) by e-mail to [epr@unesco.org](mailto:epr@unesco.org) by **30 April 2018** (midnight, Paris time) using the UNESCO CV form at <http://en.unesco.org/careers/media/3705>.

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Please note that UNESCO is a no-smoking Organization.

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