

CALL FOR APPLICATION

UNESCO ADDIS ABABA COMMUNICATION AND INFORMATION CONSULTANT

Sector: UNESCO Addis Ababa Liaison Office Unit and Communication and Information Sector (CI)

Duty Station: Addis Ababa

Job Family: Programme Support and Public Information

Type of contract: Consultancy contract/ Service Contract

Duration of contract: 3 months (with possibility of renewal)

Recruitment open to: Internal and External candidates

Application Deadline: 26-Sep-2022 (Midnight Addis Time)

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

OVERVIEW OF DUTIES AND RESPONSIBILITIES

Under the overall authority of the Director of the UNESCO Addis Ababa Office and the direct supervision of the Liaison Officer and the Communication and Information Program specialists at the Addis Office, the consultant will work to support the communication and information sector programme planning and implementation for both the National and Liaison Office Unit and the public information activities of the office.

Programme and Project Support:

The Communication and Information Sector's mission in Ethiopia and in the African Union is to promote freedom of expression, media development and media literate societies, and to build knowledge societies through fostering universal access to information, innovation for sustainable development and the preservation of documentary heritage. Within this context, the consultant's main tasks will be to:

1. Contribute to the execution of programme activities, development and implementation of projects, monitoring, evaluation and reporting of UNESCO CI activities both at the national and regional levels.
2. Assist in the planning, development and implementation of outreach strategies aimed at programme expansion of the CI sector with relevant bodies in the government, CSOs, Media, the academia and other partners
3. Assist in the organization of conferences/workshops and other capacity-building initiatives led by UNESCO Liaison Office, especially in the Communication and Information sector, in collaboration with partners
4. Assist in the development of projects strategies and policies in the area of communication and information and liaise with the government, civil society organizations, the media and the private sector in the implementation of the activities.
5. Provide support in reviewing documents, reports, tools and similar materials related to the work of the CI Sector in Ethiopia.
6. Other related activities as assigned by the Director and the supervisors.

Support in Public Information

7. Support the UNESCO Office in Addis Ababa in the implementation of its communication/outreach strategy. This is with the aim of raising the office visibility through the national, regional, and global offline and online platforms, including support to development, production and dissemination of print and audio-visual content to support the office programmes visibility. In this regard,
 - (i) Assist in raising the visibility of the office through preparation of visibility materials such as banners, regular news items including audio clips, documentaries, videos and photographs.

- (ii) Support the office in the production of the monthly newsletter in close consultation with the Liaison Office and the program units.
- (iii) Support the Addis Ababa Office Program Sectors (Education, Science, Culture and CI) in preparation of the communication and visibility products for the UNESCO web pages, social media platforms, radio and print media.
- (iv) Establish, document, review and refine process of communicating with media contacts, including press conferences and events, issuing of media materials among others, in accordance to UNESCO's policy on media relations.
- (v) Support the production of key daily messages including social media cards for the Twitter and Facebook accounts of the office based on the sectors engagements and priority areas.
- (vi) Assist in maintaining an up-to-date contact list of the media and other development partners working with Addis Office at the national and regional levels. The data base shall also include AU and UN partners.
- (vii) Assist in coordinating with mass media through activities such as organizing project site visits, facilitating photo coverage and TV footage and utilizing both web-based and traditional media as appropriate.
- (viii) Support the office in ensuring the correct branding for products supported by UNESCO budget and wide dissemination of the same.

Deliverables:

- From the date of signing this contract, the consultant shall report on all activities carried out by the end of each month. The report shall be accompanied by attachments of links to products produced, highlight of achievements, lessons learned and any recommendation for improvement, upon which the monthly payment shall be made.

COMPETENCIES (Core / Managerial)

Communication (C)
 Accountability (C)
 Innovation (C)
 Knowledge sharing and continuous improvement (C)
 Planning and organizing (C)
 Results focus (C)
 Teamwork (C)
 Professionalism (C)

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

REQUIRED QUALIFICATIONS

Education

Minimum requirement is a Bachelor's degree in journalism, media, communication and information, public relations, or any other related social science degree.

Work Experience

1. A minimum of two (2) years' experience in in programme planning and implementation at a national, regional or international setting
2. A minimum of two (2) years of relevant professional experience in journalism, public relations, communication or management of communication projects/activities for prominent media outlets, or organizations (CSOs), and/or international and or national initiatives (including campaigns, events, partnerships)
3. Proven experience in developing communication and information products
4. Understanding of UNESCO's work to promote freedom of expression and the safety of journalists, including specific threats faced by women journalists will be an added advantage.

5. General understanding of the role, structures and programmes of the UN, African Union and UNESCO will be an added advantage

Skills/Competencies

1. Excellent oral, written, analytical and editing skills,
2. Diplomacy and advocacy skills, in particular the ability to collect, synthesize and analyse information from various sources and convey messages in line with the organisation guidelines.
3. Ability to develop and implement communication strategies and techniques.
4. Excellent organizational and planning skills
5. Excellent interpersonal and communication skills
6. Ability to establish and maintain effective working relationships in a complex and multicultural environment.
7. Flexibility to adjust work schedules and priorities; capacity to work effectively under pressure.
8. Excellent IT skills, with proficiency in the use of MS Office (Outlook, Word, Excel, PowerPoint, etc.).
9. Good skills in graphics and production of podcasts will be an added advantage

Languages

1. Excellent knowledge of English.
2. Knowledge of any other official language of UNESCO or AU will be an added advantage

SELECTION AND RECRUITMENT PROCESS

Interested applicants should send their CV, a motivational letter and academic documents by email to aa.recruitment@unesco.org by latest September 26, 2022 at midnight.

Short listed candidates will be invited for a written and or oral interview for further assessment.