



United Nations Educational,
Scientific and Cultural Organization

UNESCO contributes to peace and human development in an era of globalization by furthering international cooperation through its programmes in education, sciences, culture and communication. With its 193 Member States and 7 Associate Members, UNESCO has its Headquarters in Paris (France) and operates globally through a network of offices and several institutes.

Post title **Adviser for Communication and Information**
Organisational unit **UNESCO Beijing Office**
Duty station **Beijing, People's Republic Of China**
Grade **P-3**
Post number **AS/RP/CPR/CI/0001**
Closing date **9 February 2011**

Main responsibilities Under the overall supervision of the Assistant Director-General for Communication and Information (ADG/CI) and the immediate supervision of the Director of UNESCO Office in Beijing, and in close cooperation with staff (Directors, Chief of Sections, programme specialists; advisers for communication and information) in CI at Headquarters and in Field Offices, the incumbent will serve as UNESCO Adviser for Communication and Information (ACI) in the following cluster countries covered by the UNESCO Office Beijing: Democratic People's Republic of Korea, Japan, Mongolia, People's Republic of China and Republic of Korea. The incumbent works within the frameworks of UNESCO's Medium-Term Strategy (C/4s) and global developments plans such as the United Nations Millennium Development Goals and the Plan of Action adopted by the World Summit on the Information Society. In particular, the incumbent will:

- Analyze, evaluate and contribute to the development of Sector wide approaches and strategies for harnessing the potential of information and communication for development in cluster countries, in consultation with relevant stakeholders.
- Plan and implement programme activities included in C/5s; and develop new project options and proposals to be funded by contributions received for the International Programme for the Development of Communication (IPDC) and the Information for All Programme (IFAP), in line with priorities and project quality criteria, and implement approved projects; participate in raising extrabudgetary funds, and plan and implement projects funded by these funds.
- Contribute to UNESCO's involvement in the establishment of UN project management systems including the preparation of Common Country Assessments (CCA), United Nations Development Assistance Frameworks (UNDAF), Country Programme Documents (CPDs) and Country Programme Action Plans (CPAPs).
- Coordinate the preparation of, or prepare, report on the implementation of programmes and projects (funded within C/5s and by extrabudgetary funds, including contributions received for IPDC and IFAP) and other briefings as may be required by Headquarters or the UNESCO Office Beijing, using relevant tools, including the System of Information on Strategies, Tasks and the Evaluation of Results (SISTER).
- Plan, develop and implement outreach strategies aimed at programme expansion; organizes consultations with the cluster countries; and provide advisory services for the development of strategies and policies in the area of communication and information to governments, civil society organizations and the private sector.
- Develop a knowledge base on the programme; contribute to policy through research; prepare background documents and reports of conclusions and recommendations related to the programme; provide critique and commentary on documents prepared by others and exchange information of best practices. Provide regular news and information on communication and information programmes in Member States for both conventional and on-line publication through UNESCO's websites.
- Participate in the leadership/management team to share information, lead/manage cross-group activities, maximize synergies in the work of the country office and liaises with other teams to ensure coordination in the work across the cluster countries. May be required to ensure the management of temporary and local staff.

Profile

- Advanced university degree (Masters degree or equivalent) in mass communication/media studies/journalism /information sciences or related field.
- Four to seven years of work in the field of communication and information, of which at least 2 years at the international level.
- Project management skills.
- Fundraising skills.
- Ability to participate effectively in high-level negotiations with internal and external partners.
- Capacity to represent the Organization competently and convincingly.
- Good written and oral communication skills.
- Ability to work in an international or multicultural environment. Team orientation.
- Good IT skills.
- Excellent knowledge of English; knowledge of Chinese and/or French would be an asset.

Conditions of employment UNESCO's salaries are calculated in US dollars but mainly paid in local currency. They consist of a basic salary and a post adjustment which reflects the cost of living in a particular duty station and exchange rates. For this post, the annual remuneration in local currency will start from around USD\$ 91,220 (USD\$ 85,150 if without dependants), exempt from income tax. In addition, UNESCO offers an attractive benefits package including 30 days annual vacation, home travel, education grant for dependant children, pension plan and medical insurance. The initial appointment, which is for 2 years, includes a probationary period of 12 months, and is renewable, subject to satisfactory service. Worldwide mobility is required as staff members have to serve in other duty stations according to UNESCO's geographical mobility policy. UNESCO is a non-smoking Organization.

How to apply When applying for UNESCO vacancies, please only use the on-line recruitment system at www.unesco.org/employment. Candidates without access to Internet may send a paper application by completing the official UNESCO CV form (available at Headquarters, UNESCO Offices, National Commissions in Member States, or any office of a United Nations Resident Representative) in English or French to *Chief, HRM/RCS, UNESCO, 7 place de Fontenay, 75352 Paris 07 SP, France*, before the closing date, quoting the post number: **AS/RP/CPR/CI/0001**. UNESCO does not charge a fee at any stage of the recruitment process. If you have any questions concerning persons or companies claiming to be recruiting on behalf of UNESCO and requesting the payment of a fee, please contact: Recrutweb@unesco.org

UNESCO is committed to promote geographical distribution and gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply, as well as nationals from non- and under-represented Member States. Persons with disabilities are equally encouraged to apply.

Non- or under-represented Member States as of October 2010 (please check at www.unesco.org/employment for the latest situation): Andorra, Angola, Antigua and Barbuda, Armenia, Azerbaijan, Bahamas, Bahrain, Bangladesh, Belize, Bolivia, Brunei Darussalam, Cape Verde, Central African Republic, Chad, Chile, China, Cook Islands, Djibouti, Dominica, Dominican Republic, Ecuador, El Salvador, Equatorial Guinea, Estonia, Fiji, Gabon, Greece, Grenada, Guatemala, Guinea-Bissau, Guyana, Haiti, Hungary, Iceland, Indonesia, Iran (Islamic Republic of), Iraq, Kazakhstan, Kenya, Kiribati, Kuwait, Lesotho, Liberia, Libyan Arab Jamahiriya, Luxembourg, Maldives, Malta, Marshall Islands, Micronesia (Federated States of), Monaco, Montenegro, Myanmar, Namibia, Nauru, Niue, Oman, Palau, Panama, Papua New Guinea, Paraguay, Poland, Qatar, Republic of Moldova, Rwanda, Saint Kitts and Nevis, Saint Vincent and the Grenadines, Samoa, San Marino, Sao Tome and Principe, Saudi Arabia, Singapore, Slovenia, Solomon Islands, Somalia, Suriname, Swaziland, Sweden, Tajikistan, Tanzania (United Republic of), Timor-Leste, Tonga, Trinidad and Tobago, Turkey, Turkmenistan, Tuvalu, Ukraine, United Arab Emirates, United States of America, Vanuatu, Venezuela, Viet Nam, Yemen.