



United Nations
Educational, Scientific and
Cultural Organization

COPY FOR INFORMATION

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Ref.: CL/4288

Subject: **Director (D-1)**
Division of Public Information
Paris, France
DPI-004



Sir/Madam,

The vacancy notice for the post of Director, Division of Public Information, at UNESCO's Headquarters (Paris, France) has been published.

Please find enclosed herewith information about the post, as well as about the required qualifications, experience and competencies.

As you know, the Secretariat accords great importance to geographical distribution and gender, especially at the senior level. In order to achieve a more balanced geographical distribution, as well as an equitable representation of women, it is essential to encourage appropriate and qualified candidates to apply

Candidates who wish to be considered for this post shall apply online, via the dedicated UNESCO website, *Careers*, as soon as possible and before the closing date, and ensure that their applications are well received in the system. Candidates will receive an automatic acknowledgement of receipt by email confirming the registration of their applications.

All applications must be correctly submitted by **21 September 2019** at the latest. For any queries, an email may be sent to staffingteam@unesco.org.

Exceptionally, candidates without access to Internet shall submit their application, quoting the post number: "DPI-004", to the following address:

Director
Bureau of Human Resources Management (HRM)
UNESCO
7 place de Fontenoy
75352 Paris 07-SP
France



7, place de Fontenoy
75352 Paris 07 SP, France
Tél. : +33 (0)1 45 68 10 00
Fax : +33 (0)1 45 68 55 55

www.unesco.org

To Ministers responsible for relations with UNESCO

Only applications received at this address within the stipulated deadline can be considered to ensure equitable treatment to all applications received.

In order to have an outstanding candidate fill this post, I count on your cooperation to disseminate the vacancy announcement to nationals of your country using the channels you consider most appropriate.

Please accept, Sir/Madam, the assurances of my highest consideration.

Audrey Azoulay
Director-General

Enclosures: 2

cc: National Commissions for UNESCO
Permanent Delegations to UNESCO

P. I. 



Title: DIRECTOR, DIVISION OF PUBLIC INFORMATION
Domain: Public Information/Communication
Post Number: DPI-004
Grade: D-1
Organizational Unit: Public Information
Primary Location: Paris, France
Recruitment open to: Internal and external candidates
Type of contract: Fixed-Term
Annual salary: US \$145 210
Deadline (midnight, Paris time): 21 September 2019

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

OVERVIEW OF THE FUNCTIONS OF THE POST

In the context of its strategic transformation, UNESCO strengthens the Organizations' communication function. At times when multilateral work is more important than ever, the objective is to reinforce multilateralism and put UNESCO in the center of a global exchange on ideas and solutions contributing to the challenges of the 21st century to build a more human future.

The aim to modernize the communication function and its structure will result in a more visible mandate of the Division providing strategic advice on matters of communication.

Under the overall authority and direct supervision of the Director of Cabinet (DIR/CAB), the incumbent will accompany this major strategic transformation of UNESCO's communication function in conjunction with the Office of the Director-General, the Assistant Director Generals, the Directors/Heads of Field and Regional Offices and the respective communication teams at the United Nations Headquarters.

He/she will lead the Division of Public Information and manage the work of the Division in its various areas of responsibility (media relations, web services, audio-visual, publications, special events and outreach, social media, brand management, internal communication), to lead the development and implementation of an integrated communications and outreach strategy.

Specifically, the incumbent will:

- Ensure the launch and implementation of the new communication strategy and the coordination of its communication within and outside the organization
- Publicize UNESCO's goals and achievements through a variety of activities and messages designed for specific audiences.
- Oversee the management of the activities undertaken by the Division, ensuring that they are carried out in an effective and timely fashion, and that all outputs produced by the Division meet measurable results.
- Develop a culture of communication within the Organization, conduct ongoing analyses of UNESCO's image and of the impact of its communication activities, as well as coordinate the development of in-House communications and training.
- Protect and develop awareness of UNESCO's brand, including through innovative campaigns, public engagement initiatives and partnerships
- Ensure cooperation among the Organization's various Sectors and Field Offices in order to strengthen synergies between the various information and communication channels and make the most of the new information technologies.
- Oversee the administration and management of the budget, preparing annual cost estimates and monitoring budget allocations and expenditures; manage, guide, develop and train staff under his/her supervision: foster teamwork and communication among staff and across organizational boundaries; ensure that the communications strategies and public information campaigns are harmonized with overall goals and objectives of UNESCO.

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree(s) in the fields of communications, international and/or public relations, or related fields.

WORK EXPERIENCE

- At least 15 years of progressively responsible professional experience in key areas of communication acquired at an international level.
- Extensive experience in at least one of the following areas: external communication, media relations, public relations, special events and outreach, digital and social media presence.
- Experience in strategic planning, change management and leading a large team.
- Professional experience with media matters and in-depth understanding of geopolitical events.

SKILLS/COMPETENCIES

- Knowledge of, and commitment to the Organization's mandate, vision and priorities.
- Demonstrated strategic planning and management abilities, excellent interpersonal skills and capacity to lead and engage with teams in a multicultural environment to implement change successfully.
- Ability to accompany and lead change initiatives and persist in times of challenges.
- Good knowledge of main international medias and opinion formers and ability to interact with a wide range of high-level partnerships and to participate effectively in high-level negotiations.
- Strategic and operational leadership capacity and high sense of objectivity and integrity, diplomacy, tact and political astuteness.
- Ability to communicate effectively and persuasively, orally and in writing, and to deliver speeches in public fora.
- Ability to develop conceptual, analytical and innovative problem solving and identify areas for improvement
- Ability to advise on high profile and sensitive communication challenges

LANGUAGES

- Excellent knowledge and drafting skills in one of the working languages of the Organization (English and French) and good knowledge of the second language.

DESIRABLE QUALIFICATIONS

EDUCATION

- Other degrees or short- to medium-term training in disciplines relevant to the post.

WORK EXPERIENCE

- Experience in the United Nations common system
- Experience in global and innovative communication strategies and campaigns that support diverse and challenging priorities and projects/programmes

LANGUAGES

- Knowledge of other official United Nations languages (Arabic, Chinese, Russian and Spanish).

ASSESSMENTS

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

BENEFITS AND ENTITLEMENTS

UNESCO's salaries consist of a basic salary and post adjustment as well as other benefits which include: 30 days annual leave, family allowance, medical insurance and pension plan.

For more information in benefits and entitlements, please consult the [ISCS website](#).

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

UNESCO is committed to promoting geographical distribution and gender equality within its Secretariat. Therefore, female 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 DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.

**Representation of Member States in posts subject
to geographical distribution as at 1 June 2019**

Representation above range	Representation within range	Representation below range	Not represented
Algeria	Afghanistan	Antigua and Barbuda	Andorra
Argentina	Albania	Australia	Angola
Belgium	Austria	Belarus	Armenia
Benin	Azerbaijan	Belize	Bahamas
Bulgaria	Bangladesh	Bhutan	Bahrain
Burkina Faso	Bolivia (Plurinational State of)	Bosnia and Herzegovina	Barbados
Cameroon	Burundi	Botswana	Brunei Darussalam
Canada	Cambodia	Brazil	Cabo Verde
Denmark	Chile	China	Central African Republic
Ethiopia	Colombia	Comoros	Chad
France	Congo	Cook Islands	Dominican Republic
Gambia	Costa Rica	Dominica	El Salvador
Greece	Côte d'Ivoire	Egypt	Equatorial Guinea
Italy	Croatia	Eritrea	Guatemala
Lebanon	Cuba	Estonia	Guyana
Mexico	Cyprus	Eswatini	Iceland
Morocco	Czechia	Fiji	Kiribati
Nepal	Democratic People's Republic of Korea	Gabon	Kuwait
Romania	Democratic Republic of the Congo	Georgia	Luxembourg
Senegal	Djibouti	Grenada	Malta
South Africa	Ecuador	Guinea-Bissau	Marshall Islands
Spain	Finland	Haiti	Mauritania
Tunisia	Germany	Hungary	Micronesia (Federated States of)
	Ghana	India	Monaco
	Guinea	Indonesia	Nauru
	Honduras	Iran (Islamic Republic of)	Niue
	Ireland	Iraq	Palau
	Jamaica	Kazakhstan	Panama
	Japan	Kyrgyzstan	Qatar
	Jordan	Lesotho	Saint Vincent and the Grenadines
	Kenya	Liberia	Samoa
	Lao People's Democratic Republic	Malawi	San Marino
	Latvia	Maldives	Solomon Islands
	Libya	Mongolia	Somalia
	Lithuania	Montenegro	South Sudan
	Madagascar	Myanmar	Sri Lanka
	Malaysia	Nigeria	Suriname
	Mali	Papua New Guinea	Tajikistan
	Mauritius	Peru	Timor-Leste
	Mozambique	Poland	Tonga
	Namibia	Russian Federation	Tuvalu
	Netherlands	Rwanda	United Arab Emirates
	New Zealand	Sao Tome and Principe	Vanuatu
	Nicaragua	Saudi Arabia	
	Niger	Serbia	
	North Macedonia	Sierra Leone	
	Norway	Singapore	
		Slovakia	

Representation above range	Representation within range	Representation below range	Not represented
	Oman	Slovenia	
	Pakistan	Sudan	
	Palestine	Switzerland	
	Paraguay	Thailand	
	Philippines	Turkey	
	Portugal	Turkmenistan	
	Republic of Korea	United Republic of	
	Republic of Moldova	Tanzania	
	Saint Kitts and Nevis	Uruguay	
	Saint Lucia	Venezuela (Bolivarian	
	Seychelles	Republic of)	
	Sweden	Yemen	
	Syrian Arab Republic		
	Togo		
	Trinidad and Tobago		
	Uganda		
	Ukraine		
	United Kingdom of Great		
	Britain and Northern		
	Ireland		
	Uzbekistan		
	Viet Nam		
	Zambia		
	Zimbabwe		