Job Title: Programme Associate

Parent Sector : Field Office
Duty Station: Cairo
Classification of duty station: [[filter12]]
Standard Duration of Assignment : [[filter13]]
Job Family: Communication and Information
Type of contract : Non Staff
Level :
Duration of contract : From 7 to 11 months
Recruitment open to : Internal and external candidates
Application Deadline (Midnight Paris Time) : 14 March 2022

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

OVERVIEW OF THE FUNCTIONS OF THE POST
Within the framework of UNESCO’s Communication and Information (CI) Programme, and under the overall authority of the Director of UNESCO Cairo Office and the direct supervision of the Advisor for Communication and Information, the incumbent will undertake the following duties with full respect and attention to UNESCO’s rules and regulations:

- Contribute to the conceptualization, design, planning, coordination, implementation and monitoring of activities carried out under the CI Programme’s work plans.
- Facilitate the development and ongoing maintenance of good working relations - including resource mobilization - with governmental, UN and intergovernmental counterparts, donors, consultants, partners and stakeholders. Participate in meetings with technical partners and undertake missions as requested and when delegated by the Director or the Advisor for Communication and Information.
- Manage record keeping of programme files and databases relevant to the CI Programme including, but not necessarily limited to contact details / CVs of experts, partner institutions, events, thematically organized reports and related statistics with due regard to their disaggregation.
- Conduct background research, situational analyses, needs assessments, prepare reports, presentations, concept notes and project proposals to support the current and planned goals of the CI Programme, including resource mobilization. Facilitate programme reporting (including reporting through SISTER, UNESCO’s online results-based management system), the preparation of progress reports as well as inputs to briefs and deadlines.
- Contribute to the planning and organization of workshops, conferences, seminars and other events of the CI Programme at the international, regional and national level through the preparation of concept notes and speaking points; event logistics and visibility; as well as the preparation of outcome documents and reports.
- Manage the drafting of specifications and terms of reference for procuring equipment, materials and services with a view to ensuring completeness, accuracy, compliance with quality standards and established tendering and bidding procedures. Provide other general office assistance through the preparation of contracts and processing of payments; preparation of official correspondence; routine administrative tasks; and the translation of documents (English-Arabic and vice versa).
- Lead and coordinate the implementation of designated work plan activities, including the preparation of related project documents and reporting. Develop solutions for overcoming operational constraints, proposing and implementing approved alternatives for achieving programme and project objectives.
- Liaise and follows up regularly with consultants, contractors, meeting participants, and partners to ensure smooth implementation of activities as per the work plans and contracts and conduct programme monitoring and review implementation within the approved budgetary, time and quality parameters.
- Contribute to the strengthening of intra- and inter-sectoral collaboration within the UNESCO Cairo Office and across UNESCO Offices;
Contribute to the visibility of the CI Programme through the preparation and dissemination of promotional materials, press releases and similar products through the media channels available to UNESCO;

Lead the outreach and communication activities of the UNESCO Cairo Office inter alia the planning and design of social media posts; quarterly and annual newsletters; vetting of audio-visual graphic design work; organization of virtual conferencing events.

Performs other duties as required by the Director of the UNESCO Cairo Office and the Advisor for Communication and Information.

COMPETENCIES (Core / Managerial)
Accountability (C)
Communication (C)
Innovation (C)
Knowledge sharing and continuous improvement (C)
Planning and organizing (C)
Results focus (C)
Teamwork (C)

For detailed information, please consult the UNESCO Competency Framework.

REQUIRED QUALIFICATIONS
Education:
Completed bachelor degree in the field of Communication, Information, Journalism, Public Administration, arts, related areas, or an equivalent professional experience.

Work Experience:

• Minimum five years of relevant professional experience in Communication and information with good understanding of administration and/or general office support or related area including the coordination and management of projects, ideally focused on information/communication technology.

• Experience working at the regional or international level. Experience working in the UN System is an asset.

• Experience working directly with government officials and other high-level experts in the Arab region is an asset.

• Having experience in developing communication strategies on related issues.

• A minimum of 2 years of experience in mobilizing and engaging online audiences through digital and social media.

• Computer skills: full command of Microsoft applications (word, excel, PowerPoint) and common internet applications will be required.

SELECTION AND RECRUITMENT PROCESS

Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the UNESCO careers website. No modifications can be made to the application submitted.

The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview.

UNESCO uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.

Please note that the vacancy corresponds to the SB-3 UNDP level.

UNESCO recalls that paramount consideration in the appointment of staff members shall be the necessity of securing the highest standards of efficiency, technical competence and integrity. UNESCO applies a zero-tolerance policy against all forms of harassment. UNESCO is committed to achieving and sustaining equitable and diverse geographical distribution, as well as gender parity among its staff members in all categories and at all grades. Furthermore, UNESCO is committed to achieving workforce diversity in terms of gender, nationality and culture.

Candidates from non- and under-represented Member States (last update here) are particularly welcome and...
strongly encouraged to apply. Individuals from minority groups and indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the highest level of confidentiality. Worldwide mobility is required for staff members appointed to international posts.

UNESCO does not charge a fee at any stage of the recruitment process.