



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 5 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 Accra Office**  
Duty station Accra, Ghana  
Grade P-3  
Post number AF/RP/GHA/CI/0002  
Closing date **4 January 2010**

**Main responsibilities** Under the overall authority of the Assistant Director-General for Communication and Information (ADG/CI and the immediate supervision of the Director of UNESCO Office in Accra, 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 countries covered by the UNESCO Office Accra: Benin, Côte d'Ivoire, Ghana, Liberia, Nigeria, Sierra Leone and Togo. 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 communication and information for development in cluster countries;
- Plan and implement programme activities to achieve the expected results of the C/5s and UNDAFs of the cluster countries; and develops new project 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 implements approved projects; participates in raising extrabudgetary funds, and plans and implements projects funded by these funds including the joint programming activities with the UNCTs;
- Contribute to UNESCO's involvement in the 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), including the provision of timely reports;
- Coordinate the preparation of, or prepare, timely inputs to the governing board reports by giving quantitative and qualitative information on programme implementation on results, performance indicators and bench marks as described in C/5s and other reports for projects funded by extrabudgetary funds, including contributions received for IPDC, IFAP and Spanish MDG Fund) and other briefings as may be required by Headquarters or the UNESCO Office Accra, using relevant tools, including the System of Information on Strategies, Tasks and the Evaluation of Results (SISTER); Provides substantive inputs in timely manner to deadlines received from HQ;
- Plan, develop and implement outreach strategies aimed at programme expansion; organizes consultations with the cluster countries; and provides advisory services for the development of strategies and policies in the area of communication and information to governments, other members of the UNCTs, civil society organizations and the private sector;
- Develop a knowledge base on the programme; contributes to policy through research; prepares background documents and reports of conclusions and recommendations related to the programme; provides critique and commentary on documents prepared by others and exchanges information of best practices. Provides 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, leads/manages cross-group activities, maximizes 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 in mass communication, media studies, journalism, information sciences. A combination of relevant professional qualifications/certification and extensive experience (minimum 7 years at the international level) in the field of communication and information may be taken into consideration in lieu of advanced degree.
- At least 5 years of work in the field of communication and information at the international level or at least 2 years of relevant work at the international level and 5 years at the national level.
- Good skills in project management and fundraising.
- 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; good team orientation and ability to work in an international or multicultural environment.
- Good IT skills.
- Excellent knowledge of one working language of the Secretariat (English or French) is required and knowledge of the other working language would be an asset.

**Conditions of employment** UNESCO's salaries are calculated in US dollars. 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 US\$ 79,055 (US\$ 73,794 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 dependent 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 job rotation 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](http://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/RCR, UNESCO, 7 place de Fontenoy, 75352 Paris 07 SP, France*, before the closing date, quoting the post number: **AF/RP/GHA/CI/0002**. UNESCO does not charge a fee at any stage of the recruitment process. If you have any question concerning persons or companies claiming to be recruiting on behalf of UNESCO and requesting payment of a fee, please contact: [Recrutweb@unesco.org](mailto:Recrutweb@unesco.org).

**UNESCO is committed to gender equality in its programming and to gender parity within the Secretariat. Therefore, women candidates are strongly encouraged to apply, as well as nationals from non- and under-represented Member States.**

**Non- or under-represented Member States as of October 2009 (please check at [www.unesco.org/employment](http://www.unesco.org/employment) for the latest situation):** Andorra, Angola, Antigua and Barbuda, Armenia, Azerbaijan, Bahamas, Bahrain, Bangladesh, Belize, Bolivia, Botswana, Brunei Darussalam, Cape Verde, Central African Republic, Chad, Chile, China, Cook Islands, Djibouti, Dominica, Dominican Republic, Egypt, El Salvador, Equatorial Guinea, Estonia, Fiji, Greece, Gabon, Grenada, Guatemala, Guinea-Bissau, Guyana, Haiti, Hungary, Iceland, Indonesia, Iraq, Kazakhstan, Kenya, Kiribati, Kuwait, Lesotho, Liberia, Libyan Arab Jamahiriya, Luxembourg, Maldives, Malta, Marshall Islands, Mexico, Micronesia (Federated States of), Monaco, Montenegro, Myanmar, Namibia, Nauru, Niue, Oman, Palau, Papua New Guinea, Paraguay, Qatar, Republic of Moldova, Rwanda, Saint Vincent and the Grenadines, San Marino, Sao Tome and Principe, Saudi Arabia, Singapore, Slovenia, Solomon Islands, Somalia, Suriname, Swaziland, Sweden, Switzerland, Tajikistan, Timor-Leste, Tonga, Trinidad and Tobago, Turkey, Turkmenistan, Tuvalu, United Arab Emirates, United States of America, Vanuatu, Venezuela, Viet Nam, Zambia.