



Post title **Adviser for Communication and Information**
Organisational unit **UNESCO Office in Tehran**

Duty station **Tehran, Iran (Islamic Republic of)**
Grade **P-3**

Post number **AS/RP/IRA/CI/0001**

Closing date **9 September 2009**

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 Tehran, 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 in the following countries covered by the UNESCO Tehran Office: Afghanistan, Iran (Islamic Republic of), Pakistan and Turkmenistan. 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 the United Nations Development Assistance Frameworks (UNDAFs) of the cluster countries and develop 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 implement approved projects; participate in raising extra-budgetary funds, and plan and implement projects funded by these funds, including the joint programming activities with the United Nations Country Teams (UNCTs);
- contribute to UNESCO's involvement in the UN project management systems including the preparation of Common Country Assessments (CCAs), United Nations Development Assistance Frameworks (UNDAFs), 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 by giving quantitative information on programme implementation and results, performance indicators and bench marks as described in C/5s and other reports for projects funded by extra-budgetary funds, including contributions received for IPDC, IFAP and Iranian MDG Fund and other briefings as may be required by Headquarters or the UNESCO Office in Tehran, using relevant tools, including the System of Information on Strategies, Tasks and the Evaluation of Results (SISTER); provide substantive inputs in timely manner to deadlines from Headquarters;
- plan, develop and implement outreach strategies aimed at programme expansion; organize 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, other members of the UNCTs, 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 exchanges 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 liaise 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 (master or equivalent) in mass communication, media studies, journalism or 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 relevant experience in the field of communication and/or information at the international level or at least 7 years of relevant work of which at least 2 years at international level.
- Good project management skills.
- Ability to participate effectively in high-level negotiations with internal and external partners. Capacity to represent the Organization competently and convincingly.
- Good fundraising skills.
- Good written and oral communication skills.
- Good ability to work in an international or multicultural environment.
- Good team orientation.
- Good IT skills.
- Excellent knowledge of English or French. A good working knowledge of the other language 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 will start at the current exchange rate from around US\$ 82,270 (US\$ 76,795 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. 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 Fontenoy, 75352 Paris 07 SP, France*, before the closing date, quoting the post number: **AS/RP/IRA/CI/0001**.

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.

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 May 2009 (please check at 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, Comoros, Cook Islands, Djibouti, Dominica, Dominican Republic, Egypt, El Salvador, Equatorial Guinea, Estonia, Gabon, Ghana, Greece, Grenada, Guatemala, Guinea-Bissau, Guyana, Haiti, Hungary, Iceland, Indonesia, Iraq, Kazakhstan, 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 Kitts and Nevis, Saint Vincent and the Grenadines, San Marino, Sao Tome and Principe, Saudi Arabia, Singapore, Slovenia, Solomon Islands, Somalia, Suriname, Swaziland, Sweden, Switzerland, Tajikistan, Thailand, Timor-Leste, Tonga, Turkmenistan, Tuvalu, United Arab Emirates, United Republic of Tanzania, United States of America, Vanuatu, Venezuela, Viet Nam, Zambia.