



United Nations Educational, Scientific and Cultural Organization

Director of Communication and Speechwriting Office of the Director-General ODG-017 (D-1)

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 seven Associate Members, UNESCO has its Headquarters in Paris (France) and operates globally through a network of offices and several institutes.

Main responsibilities

Under the direct authority of the Director-General, the incumbent is responsible for providing deliberate policy and communications advice to the Director-General to ensure clearly articulated and communicated messages in order to maximize impact and strengthen the position of the Organization, its programmes and activities on a global scale and appeal to a global audience.

The incumbent provides intellectual and strategic guidance and leadership in the creation and shaping of communication strategies and public speaking opportunities and responses for the Director-General, using a variety of communication methods to properly represent the Director-General's vision and organizational policy. He/she determines, in consultation with the Director-General and senior advisors, which issues and media statements require a response from the Director-General, in particular those of significant political concern.

He/she will guide and influence dialogue with United Nations offices and agencies on matters related to the communications of the Director-General and the Organization as a whole; lead press monitoring and liaison activities with international journalists in order to enhance the visibility of the Organization and promote conducive and enduring working relationships; undertake outreach missions on behalf of the Director-General to enhance UNESCO's image in Member States and in the public and private sectors; maintain the speech schedule and incoming requests, providing the Director-General with an assessment of such requests; and, lead and motivate a staff dedicated to the development of tailored and nuanced communications and speeches.

This role has a key impact on the visibility and credibility of the Organization through the formulation of sound communication initiatives on behalf of the Director-General.

Qualifications and experience

- Advanced university degree in: journalism, international relations, communications, or other related disciplines.
- At least 15 years' of progressively relevant professional experience in communications and journalism in developing and managing strategic communication in an international context. Experience in designing

- targeted communications strategies, and planning/carrying out complex events.
- Knowledge of new developments in public information and communication arenas.
- Work exposure in an international environment is an asset.

Competencies

The successful candidate should be able to demonstrate the following competencies:

- Ability to develop and communicate a clear communication strategy covering all UNESCO's fields of competence.
- Ability to translate strategy into action and effectively plan and manage resources to deliver expected results.
- Proven experience in preparing speeches/press/media statements promoting the visibility of the Organization through the communications

of the Director-General, including through the Director-General's website.

- Ability to communicate effectively and persuasively both orally and in writing.
- Demonstrated ability to build efficient partnerships and be a team player
- Proven senior leadership and managerial skills.
- Sound analytical skills, excellent judgement, diplomacy and tact.

Terms and conditions

The post is at grade D-1 common to the United Nations system, with a salary composed of base salary and post adjustment, which, at the present dollar exchange rate, totals approximately US \$164,292 (with dependants) or US \$151,857 (without dependants) per annum, exempt

from taxation. 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.

Please note that UNESCO is a non-smoking Organization.

How to apply

Candidates wishing to apply for this post should do so through the following website: <http://www.unesco.org/employment>

Candidates without easy access to the Internet may, exceptionally, apply by mail, by sending a full curriculum vitae in English or French, preferably on the official UNESCO curriculum vitae form, showing their nationality, date of birth and gender, to:

Chief, Recruitment and Classification Section, Bureau of Human Resources Management, UNESCO, 7 Place de Fontenoy, 75352 Paris 07 SP, France.

An Assessment Centre may be used in the recruitment process of this post.

Applications should reach UNESCO before **14 March 2010**. Please quote post number "**ODG-017**".

THERE IS NO APPLICATION, PROCESSING OR OTHER FEE AT THIS OR AT ANY STAGE OF THE PROCESS.

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.