



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

Post title **Public Information Officer**
Organizational unit **Media Relations Section, Division of Public Information, Sector for External Relations and Public Information**
Duty station **Paris, France**
Grade **P-3**
Post number **BPI-012**
Closing date **11 April 2011**

Main responsibilities

Under the authority of the Assistant Director-General for External Relations and Public Information and the Director of the Division of Public Information and supervision of the Chief of the Media Relations Section, the incumbent of the post will be responsible for providing relevant and reliable information to internal and external audiences in the promotion of the Organization through the various media channels and outlets. The post will be outposted to the Office of the Director-General as the incumbent will work in close collaboration with the Cabinet (ODG/COM) on the overall communication plan, identifying activities and events aimed at giving visibility to the organization's mandate and activities. To this end, the incumbent will be responsible for the following tasks:

- Prepare and disseminate information to the general public or other groups through the various media and communication channels
- Establish & maintain contacts with media representatives & other groups to promote activities & achievement of Organizations
- Organize interviews, background briefings and press conferences as required.
- Write and edit press releases, media advisories or other materials for the media.
- Manage the content of the Director-General's website in consultation with ODG/COM.
- Distribute high-quality material to internal and external audiences.
- Maintain regular contact with UNESCO's sectors and bureaux and identify activities and events that may be of interest to UNESCO's various publics.
- Ensure that these activities are included in the Organization's communication plan.
- Coordinate and prepare materials for the promotion and mediatization of these activities.

Profile

- University degree in international relations, communications, political sciences, journalism or the humanities.
- Four to seven years of relevant professional experience, of which preferably 2 years acquired at international level.
- Excellent communication (writing and oral) skills.
- Demonstrated capacity to rapidly produce high quality and reliable information materials, including press releases and interviews.
- Ability to work in a dynamic multi-cultural and multi-lingual environment.
- Familiarity with UNESCO's fields of activities and the Organization's priorities would be an advantage.
- Excellent knowledge of French or English. A good knowledge of the other language would be an asset.

A written test may be used in the recruitment of the post.

Conditions of employment

UNESCO's salaries are calculated in US dollars but paid mainly 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 in local currency will start from around €71,800 (€67,000 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 dependant 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 online recruitment system at www.unesco.org/employment. Candidates without access to the 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 post number: **BPI-012**.

UNESCO does not charge a fee at any stage of the recruitment process. If you have any questions 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 promote geographical distribution and gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply, as well as nationals from non- and under-represented Member States. Persons with disabilities are equally encouraged to apply

Non- or under-represented Member States as of January 2011 (please check at www.unesco.org/employment for the latest situation): Andorra, Angola, Antigua and Barbuda, Armenia, Azerbaijan, Bahamas, Bahrain, Bangladesh, Belize, Bolivia, Brunei Darussalam, Cape Verde, Central African Republic, Chad, Chile, China, Cook Islands, Djibouti, Dominica, Dominican Republic, El Salvador, Equatorial Guinea, Estonia, Fiji, Gabon, Grenada, Guatemala, Guinea-Bissau, Guyana, Haiti, Hungary, Iceland, Indonesia, Iran (Islamic Republic of), Iraq, Kazakhstan, Kenya, Kiribati, Kuwait, Lesotho, Liberia, Libyan Arab Jamahiriya, Luxembourg, Maldives, Malta, Marshall Islands, Micronesia (Federated States of), Monaco, Montenegro, Myanmar, Namibia, Nauru, Niue, Oman, Palau, Panama, Papua New Guinea, Paraguay, Poland, Qatar, Republic of Moldova, Rwanda, Saint Kitts and Nevis, Saint Vincent and the Grenadines, Samoa, San Marino, Sao Tome and Principe, Saudi Arabia, Singapore, Slovenia, Solomon Islands, Somalia, Suriname, Swaziland, Tajikistan, Timor-Leste, Tonga, Trinidad and Tobago, Turkey, Turkmenistan, Tuvalu, Ukraine, United Arab Emirates, United Republic of Tanzania, United States of America, Vanuatu, Venezuela, Viet Nam, Yemen.