

Title: National Professional Officer
Domain: *Communication and Information*
Post Number: 4IRCI 1000RP
Grade: NO-A (Only Iranian Nationals may apply for this post)

Organizational Unit: UNESCO Tehran Cluster Office
Primary Location: Islamic Republic of Iran, Tehran
Recruitment open to: Internal and External candidates)
Type of contract: Fixed Term
Annual salary: **25 785 USD**
Deadline (midnight, Paris time): **25 March 2018**

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Assistant Director-General for Communication and Information, and the direct supervision and guidance of the Director of UNESCO Office in Tehran, and in close cooperation with staff in the relevant CI Divisions at HQ, the incumbent serves as National Professional Officer for Communication and Information in the UNESCO Tehran Cluster Office covering the Islamic Republic of Iran, Islamic Republic of Afghanistan, Islamic Republic of Pakistan and Turkmenistan.

The incumbent works within the frameworks of UNESCO's Medium-Term Strategy, the United Nations 2030 Agenda for Sustainable Development, the Climate Change Agreement and the outcomes of the World Summit on the Information Society, to implement UNESCO's Programme and Budget.

In this context, the incumbent will more specifically:

- Assist in developing strategies and projects for harnessing the potential of information and communication for development in the countries covered by the Tehran Cluster Office.
- Assist in planning and implementing programme activities included in UNESCO's Regular Programme and Budget; assist in preparing new projects and proposals to be funded by contributions received for the International Programme for the Development of Communication (IPDC) and the Information for All Programme (IFAP); assist in developing approaches and initiatives to raise extrabudgetary funds, and in planning and implementing projects funded by these funds.
- Assist in UNESCO's involvement in UN country programming and joint UN initiatives, including the preparation of Common Country Assessment (CCA), United Nations Development Assistance Framework (UNDAF), Country Programme Document (CPDs) and Country Programme Action Plan (CPAPs) based on UNESCO's Media Development Indicators and other relevant standard setting instruments prepared by the Sector.
- Provides input, including data and statistics, for preparing reports on the implementation of programmes and projects (funded within C/5s and by extrabudgetary funds, including contributions received for IPDC and IFAP) and other briefings as may be required by Headquarters or the UNESCO Office in Teheran, using relevant tools, including the System of Information on Strategies, Tasks and the Evaluation of Results (SISTER).
- Assist in planning, developing and implementing outreach strategies aimed at programme expansion; the organization of consultations with national authorities and assist in developing inclusive strategies and policies in communication and information with stakeholders.
- Maintain a knowledge base on the programme and contribute to the Organization's Information and Knowledge Management work; contribute to policy through identifying and analyzing available research; provide information/data for preparing background documents and reports and facilitate exchange of information on best practices. Provide regular news and information on communication and information

UNESCO is committed to promoting 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 equally are encouraged to apply.

Worldwide mobility is required as staff members must be ready to serve in other duty stations in accordance with UNESCO's geographical mobility policy.

UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.

programmes and projects in the Tehran Cluster countries for both conventional and on-line publication through UNESCO's websites, newsletters, etc.

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree (Masters or equivalent) in communication, journalism, information sciences or other related fields.

WORK EXPERIENCE

- Relevant professional experience in the area of communication, journalism and/or information sciences or other related fields, at the national and/or sub-regional level.
- Experience working in the implementation of national and/or sub-regional projects in the area of communication, journalism and information.

SKILLS/COMPETENCIES

- Proven ability to plan, implement and report on programme actions and projects.
- Good project management skills.
- Ability to participate effectively in negotiations with internal and external partners.
- Excellent interpersonal and communication skills (written and oral) with ability to communicate effectively and persuasively.
- Ability to work in a team in a multicultural environment.
- Excellent IT, knowledge management and social networking skills, with good understanding of emerging communication and information technologies and their potential uses.

LANGUAGES

- Excellent knowledge of English (written and spoken).
- Full proficiency in Farsi.

DESIRABLE QUALIFICATIONS

WORK EXPERIENCE

- Experience with UN and/or international organizations.

LANGUAGES

- Good knowledge of French.

BENEFITS AND ENTITLEMENTS

The salary is calculated in US dollars and paid in

Other benefits include: 30 days' annual leave, pension plan and medical insurance. More details on [the ICSC Web site](#).

HOW TO APPLY

- Interested candidates are requested to submit their application by 25 March 2018 by email to JobVacancy-TEH@unesco.org.
Application should include: Motivation letter, UNESCO CV, and reference contacts

A WRITTEN EXAMINATION MAY BE USED IN THE EVALUATION OF CANDIDATES.