



Assistant Communication Officer

Date: 2 November 2009

Grade: P-1

Contract type:

Resident Fellow/Service

Contract

Duration: 1-year, renewable

Deadline for applications:

1 December 2009

Duty Station: PARIS 16th

France

Organization: IIEP

Main tasks and responsibilities

Under the overall supervision of the IIEP Director and direct supervision of the Chief of Publications and Communications Unit, the Assistant Communications Officer will assist the Chief of the Unit in developing and planning media outreach strategies and action plans and in disseminating information material to the media, intermediaries and key civil society partners. In particular, the incumbent will:

- Contribute to the implementation of the communication strategy by co-ordinating and preparing materials which promote greater understanding and support for the Institute. Identify activities and events that may be of interest to the IIEP public and ensure that these activities are included in the IIEP communication plan. Monitor the effect of IIEP's dissemination and outreach activities and contribute to the IIEP visibility report.
- Co-ordinate and oversee the editorial content of IIEP Web site. This includes writing of new materials in the IIEP style, ensuring quality in updating the home page as well as the various sections in the site, translating and revising translations of materials prepared for the web where necessary and preparing various support materials such as feature stories, with special attention to creative writing, compelling story-telling, regional balance and organizational and cultural sensitivities. Work closely with the web manager and with other IIEP programme units and carry out quality control exercise for the classification of content contributed by all IIEP Units.
- Assist the Chief of the Unit in the production of the IIEP Newsletter (three issues per year) in the three main languages (English, French and Spanish). Organize the Editorial Committee meetings; collect articles from authors, edit received articles and ensure their compliance with the editorial strategy decided by the Committee; organize the translation and editing in the three languages with IIEP colleagues or with external translators; work closely with the graphic designer on the iconographic work, the layout and the electronic version, and coordinate with IIEP partners to extend the linguistic coverage of the Newsletter.
- Process, design and disseminate press releases and other documents to IIEP partners: the incumbent will establish and maintain effective working relationships and communication channels with mass media representatives, news services, editors, etc. to encourage accurate and favourable reporting of the Organization's activities. He/she will identify public information needs and opportunities.

PROFILE

- Advanced university degree in journalism, communications, public relations or related fields.
- At least two years of experience in journalism, communications, public relations or related fields; international experience is desirable.
- Sound knowledge and experience of working with the media and web-based communication
- Excellent theoretical knowledge and experience related to planning, executing and monitoring public communications.

- Strong written, spoken and conceptual communication skills. Skill in developing sources for research and ability to rapidly analyze and integrate diverse information from various sources.
- Good interpersonal skills and the ability to establish excellent working relationship with multicultural team and the wider community.
- Ability to plan, prioritize and organize work. Demonstrate resourcefulness, initiative, maturity, tact and advocacy skills.
- Ability to work independently and to organize, assess and co-ordinate the work of others. Demonstrate the ability to develop, supervise and evaluate complex advocacy/media campaigns with excellent promotional and publicity tools and techniques.
- Advanced computer skills and the use of relevant software and other applications such as Pack MS Office, Databases, Dreamweaver, Internet including web 2.0; knowledge of DTP software and Photoshop are desirable.
- English and French are the working languages of UNESCO. For the post advertised, fluency in oral and written English is required. Good knowledge of French is desirable.

Annual salary: Euros 38,400 – 42,000 (gross)

To apply, please submit CV cover letter supporting your application to:

**M. Papa Malick Gaye
IIEP Administrator
7-9, rue Eugène-Delacroix
75116 Paris, France**

Email : comofficer@iiep.unesco.org

Closing date for applications : 1 DECEMBER 2009