

Title: Associate Project Officer (Coordination, Communication and Advocacy/Outreach Officer) – Re-advertised
Domain: Coordination, strategic communication, advocacy and outreach
Grade: P-2
Post Number: CAB/PA001
Organizational Unit: Cabinet of the Director General
Duty Station: Paris, France
Type of contract: Project Appointment (PA)
Annual salary: Approx. \$USD 68 995
Duration of the contract One year with possibility of extension based on satisfactory performance and availability of funds
Deadline (midnight, Paris time): **19 September 2019**
Application to be sent to: recruitment.mosul@unesco.org

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

Background and context

In September 2018, UNESCO's Director-General launched "Revive the Spirit of Mosul" (hereafter referred to as the "Initiative") as a new flagship initiative and priority of UNESCO for the years to come. In the framework of this initiative, UNESCO is coordinating national and international efforts in the rehabilitation of cultural heritage and restoration of significant sites in Mosul, the revival of its cultural life and the revitalisation of its educational system, to support the people and Government of Iraq in rebuilding and bolstering the foundations of peace in response to violent extremism. UNESCO – both on the ground through its Iraq Office and at the Headquarters – is fully mobilized for the implementation of all main on-going and future projects and activities within UNESCO's field of mandate aimed at the human dimension of the recovery and reconstruction of Mosul.

Within this initiative, in April 2018, UNESCO, the United Arab Emirates and Iraq concluded a \$50.4 million USD partnership to rehabilitate and reconstruct the Old City of Mosul's iconic al-Nouri Mosque and its al-Hadba Minaret. The project aims to foster social cohesion and community reconciliation and to revive the Spirit of Mosul by rebuilding its monumental landmarks.

An intra-sectorial Taskforce for the implementation of the Initiative has been established with the aim to ensure full speed in the implementation of all UNESCO's projects and activities falling under the Initiative, in accordance with UNESCO's Strategic Objectives.

UNESCO is looking for a committed individual with experience in coordination, strategic communication and advocacy who will be working as a core member of the Taskforce.

Specifically in supporting the core team of the Taskforce by assisting in ensuring coordination among the various internal and stake-holders' entities involved in the design, inception, governance and implementation of activities set within the "restoration and critical reconstruction of the Al-Nouri Mosque and its Al-Hadba and other landmark buildings" project (herein after referred to as "the Project") and, more broadly, within the Initiative, thus contributing to the overall implementation of the above-mentioned UAE-funded project for rebuilding Mosul's monumental landmarks.

Overview of the functions of the post (Project Appointment)

Under the general supervision of the Director of the Cabinet and the direct supervision of the Chief of Task Force of the Initiative, and in close collaboration with the UNESCO Iraq Office and UNESCO's Department of Public Information, the Coordination, Communication and Advocacy/Outreach Officer will:

- Conduct research and write briefings on the Project and the Initiative;
- Assist the Task Force in ensuring smooth information flows between UNESCO and involved donor Member States on the Project and the Initiative;
- Assist in the coordination and the preparation of missions and events in support of the Project and the Initiative-wide activities;
- Provide support in the preparation of information and advocacy materials in consultation with the UNESCO Iraq Office and UNESCO's Department of Public Information;
- Assist in the setting-up of activities emanating from the Mosul Taskforce regarding cross-sectoral internal

coordination;

- Assist in the drafting of correspondence, briefings and reports on all issues relevant to the Project and the Initiative;
- Compile and prepare briefings, presentation materials and background information for the Project and the Initiative;
- Provide support in the organization of the Mosul Taskforce meetings and circulating information as required;
- Contribute towards the design and implementation of activities within the Project and the Initiative;
- Assist in the coordination of the Project and the Initiative -wide missions and events;
- Assist in the development of a comprehensive and consolidated work-plan for communication activities within the Initiative framework, in close collaboration with the UNESCO Iraq Office and UNESCO's Department of Public Information, to communicate and promote the above-mentioned Project and advocate about UNESCO's activities related to Mosul Initiative;
- Assist in the development production of communication and advocacy materials for awareness-raising for and about projects results, including briefing materials and press releases, advocacy materials;
- Draft web and media stories and press releases in coordination with UNESCO's Culture and other Programme Sectors and the UNESCO Iraq Office and ensure consistency of the materials as well as proactive update and maintenance of UNESCO website and social media channels;
- Provide support in production of visual and audio materials as required;
- Advise on innovation and the effective use of mass communication tools, including but not limited to press briefings, conferences, exhibitions and media interviews;
- Perform other related duties as required and assigned by the supervisor.

Competencies

The post holder will be familiar with UNESCO's core commitments and have experience in managing projects, financial and technical commitments as well as effective monitoring and reporting mechanisms. **A successful candidate will be required to demonstrate the following competencies:**

Core Competencies

Accountability

Communication

Teamwork

Innovation

Results focus

Planning and organizing

Knowledge sharing and continuous improvement

For detailed information please consult the [UNESCO Competency Framework](#)

Required qualifications

Education

- Advanced university degree (Master's Degree or equivalent) in social or human sciences, development studies, or any other related field.

Work Experience

- Minimum of two years of relevant experience in coordination, strategic planning and/or communication and/or international development.
- Experience acquired at the international level.

Skills and competencies

- Strong analytical and problem solving skills;
- Excellent interpersonal skills;
- Proven ability to draft clearly and concisely;
- Excellent project implementation skills;
- Ability to make sound decisions related to public information and outreach;
- Good knowledge of standard office software (word processing, spreadsheets, etc.);
- Familiarity with procurement processes and budgetary management.

Languages

- English and French are the working languages of the UNESCO Secretariat. For this post, excellent knowledge of English or French and good knowledge of the other language is required.

UNESCO is committed to promoting geographical distribution and gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply, as are 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 applies a zero tolerance policy against all forms of harassment.

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Desirable qualifications

Work Experience

- Relevant experience within the UN system
- Experience in a conflict/post-conflict context

Language

- Good knowledge of Arabic (written and oral)
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Assessment

An assessment exercise may be used in the evaluation of candidates

How to apply

Interested candidates should complete the UNESCO CV with a covering letter in English explaining their interest in the position and forward it electronically to the following e-mail address: recruitment.mosul@unesco.org

Please indicate the position number **CAB/PA001** you are applying for. Incomplete UNESCO CV will not be processed.

Interested and suitable candidates should ensure that their application is submitted on or before **19 September 2019 (midnight, Paris time)**.

Only applicants short-listed for interview will be contacted.

Benefits and entitlements

UNESCO's salaries are calculated in US dollars. They consist of a basic salary and a post adjustment, which reflects the cost of living in a particular duty station, as well as exchange rates. Other benefits include: 30 days annual leave, family allowance, home travel, education grant for dependent children, pension plan and medical insurance. More details can be found on the [ICSC Website](#).

Please note that UNESCO is a no-smoking Organization.

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