UNESCO is looking for a **deputy editor and communication officer** for the *UNESCO Science Report*, which is due for release in the first quarter of 2021. The consultant will work under the direct supervision of the Editor-in-Chief of the report and will interact with service providers.

**BACKGROUND**

The *UNESCO Science Report* series enables governments, academia, the private sector, the media and other science watchers to monitor the evolution of science governance over time. Each quinquennial report provides a snapshot of the situation worldwide at a given time.

The 2021 edition will be examining science governance in the broad sense, paying attention not only to STI policies but also to other relevant policies and strategies: industrial policies, higher education policies, poverty reduction strategies, environment policies, climate change adaptation strategies, national strategies for specific fields of research, such as artificial intelligence, etc.

The consultancy will last 6 months. The contractor will be based in the Natural Sciences Sector at UNESCO headquarters in Paris for the duration of the contract.

---

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. Worldwide mobility is required as staff members have to serve in other duty stations according to UNESCO’s geographical mobility policy.

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

**EDUCATION**
• Advanced university degree

**WORK EXPERIENCE**
• At least 2 years of relevant professional experience required;
• Familiarity with one or more of the following fields: science, technology and innovation policy; economics; international relations; environmental policy; communication; journalism; editing; philosophy of science.
• Experience of working for the United Nations would be an asset.

**LANGUAGES**
The candidate must be fluent in English (to the level of a native speaker) and have at least basic knowledge of the French language. Knowledge of a third official UN language would be an asset.

**SKILLS**
• Excellent writing, research and analytical skills;
• Proficiency in MS Office, Excel and Acrobat Professional.

**TIMEFRAME**
The consultancy will last six calendar months. The contractor will be based in the Natural Sciences Sector at UNESCO headquarters in Paris for the duration of the contract. The contractor must be available to begin the consultancy by **Monday 14 September 2020**.

**SPECIFICATIONS**

i. Contribute to finalizing the chapters that make up the *UNESCO Science Report*, including checking chapters for consistency; updating and revising text in light of global developments, such as in relation to Covid-19; and contributing to copyediting and proofing of the final consolidated manuscript;

ii. Co-edit the essays on emerging issues: conduct requisite research and verify textual and graphic material; draft additional material, as necessary, in liaison with the relevant author(s); and copyedit and proof each essay before and after it has been laid out by the graphic designer;

iii. Contribute to finalizing the report’s executive summary by compiling, drafting and editing relevant material, as necessary;

iv. Implement the aspects of the communication and outreach plan that relate to media development: establish terms of reference for animated videos, the website and fact sheets and infographics; draft content for videos and fact sheets and oversee their development with partners; plan and co-construct a new website for the report; upload content from the report to the website; and draft new material for the website, such as summaries, thematic pieces and other articles;

v. Implement the aspects of the communication and outreach plan that pertain to the physical dissemination of the report: oversee the printing of physical copies of the report and executive summary; work with field offices to construct a list of think tanks, policy-oriented institutions, science academies, universities, and other key stakeholders by region and country, and alert these groups to the release of the report, providing materials as requested;

vi. Prepare and oversee a webinar on the findings of the report, expected to take place in February 2021;

vii. Plan and oversee all launch events; develop a poster exhibition, to be used as a travelling exhibition; and prepare a press kit for translation into all official UN languages;
viii. implement the remaining aspects of the communication and outreach plan: draft material for social media, to be shared with managers of social accounts; incorporate content from the report into Wikipedia; write guest articles for partner websites; prepare an article summarizing findings for UNESCO Courier;

ix. establish a science report presence at key events and symposia on relevant topics, co-ordinating with the report ambassadors;

x. maintain and update an organization planner and shared filing system, to keep track of chapter progress, status of PDFs and communications.

**COMPENSATION**

The contract would cover a period of six months for a fee of US$3,480 (about 3,000 euros) per month. The contractor would be expected to work full-time for UNESCO over this period. He/She would receive the corresponding payment at the end of each calendar month. The contractor would be expected to submit a monthly activity report.

**HOW TO APPLY**

The application must be in English and must contain the following information:

- Curriculum vitae
- A list of previous similar assignments
- At least two professional referees.
- Interested consultants to indicate ability and availability to undertake the terms of reference within the timeframe outlined above.

Please submit your electronic application by Monday 10 August 2020 at the latest to: s.schneegans@unesco.org

Please indicate your name and “Consultancy – USR 2021 – Assignment 1” in the subject line.