



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

Post title **Programme Specialist**
Organisational unit **Section for Universal Access and Preservation, Information Society Division, Communication and Information Sector**
Duty station **Paris, France**
Grade **P-4**
Post number **CI-006**
Closing date **19 August 2008**

Main responsibilities Under the overall authority of the Assistant Director-General for Communication and Information (ADG/CI) and the direct supervision of the Chief of Universal Access and Preservation Section, the incumbent will be responsible for the following duties:

- I. Develop strategic approaches to, and coordinate UNESCO's role in, implementing the World Summit on the Information Society (WSIS) Action Plan by:** making proposals for the overall planning and implementation of UNESCO's WSIS-related activities, including Internet governance; coordinating the input of other UNESCO Sectors and Field Offices in the area of WSIS follow-up.
- II. Monitor and coordinate UNESCO's role as a facilitator of the multi-stakeholder implementation of six WSIS Action Lines by:** coordinating the establishment and technical and editorial functioning of on-line multi-stakeholder platforms, including preparing and monitoring the implementation of related procedures and guidelines; supervising and editing inputs to the on-line platforms; coordinating the organization of Action Line facilitation meetings.
- III. Coordinate UNESCO's contribution to the overall multi-stakeholder coordination of the Facilitators of the eleven Action Lines by:** preparing UNESCO's contribution to the meetings of Facilitators and the United Nations Group on the Information Society (UNGIS); coordinating the preparation of inputs to external WSIS related reporting exercises; developing strategies and activities for other WSIS-related follow-up mechanisms, including the work of the Commission on Science and Technology for Development (CSTD) and the Internet Governance Forum and Dynamic Coalitions; representing UNESCO in the meetings of the various coordination groups.

- Profile**
- Advanced University degree in communication, information studies, information management (or a related field).
 - Minimum seven to ten years of progressively responsible relevant experience, of which preferably three to five years acquired at the international level, in the field of ICT for development or other information society related issues. Excellent knowledge of traditional and new media.
 - Experience in fund-raising, including project formulation and development.
 - Experience in partnership building with UN agencies, private sector and/or civil society will be an advantage.
 - Good management and coordination skills.
 - Good analytical skills and ability to establish links between the Organization strategies and the Sector's goals and to identify key strategies issues and opportunities.
 - Good communication skills (both oral and written).
 - Excellent IT skills.
 - Excellent knowledge of English or French and good knowledge of the other language.

Conditions of employment UNESCO's salaries are calculated in US dollars but mainly paid 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 79,100 euros (73,700 euros 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 dependent 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 on-line recruitment system at www.unesco.org/employment. Candidates without access to 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/RCR, UNESCO, 7 place de Fontenoy, 75352 Paris 07 SP, France, before the closing date, quoting the post number: **CI-006**.

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 the payment of a fee, please contact: Recrutweb@unesco.org.

UNESCO is committed to gender equality in its programming and to gender parity within the Secretariat. Therefore, women candidates are strongly encouraged to apply, as well as nationals from non- and under-represented Member States.

Non- or under-represented Member States as of June 2008 (please check at www.unesco.org/employment for the latest situation): Andorra, Angola, Antigua and Barbuda, Armenia, Austria, Azerbaijan, Bahamas, Bahrain, Belize, Bolivia, Botswana, Brunei Darussalam, Cape Verde, Central African Republic, Chad, Chile, China, Colombia, Comoros, Cook Islands, Djibouti, Dominican Republic, El Salvador, Equatorial Guinea, Estonia, Fiji, Gabon, Ghana, Grenada, Guatemala, Guinea-Bissau, Guyana, Haiti, Honduras, Hungary, Iceland, Indonesia, Iraq, Jamaica, Kazakhstan, Kiribati, Kuwait, Lesotho, Liberia, Libyan Arab Jamahiriya, Luxembourg, Malaysia, Maldives, Marshall Islands, Mauritania, Micronesia (Federated States of), Monaco, Montenegro, Myanmar, Namibia, Nauru, Niue, Oman, Palau, Paraguay, Qatar, Republic of Korea, Republic of Moldova, Rwanda, Saint Kitts and Nevis, Saint Vincent and the Grenadines, San Marino, Sao Tome and Principe, Saudi Arabia, Singapore, Slovenia, Solomon Islands, Suriname, Swaziland, Switzerland, Tajikistan, Thailand, Timor-Leste, Tonga, Trinidad and Tobago, Turkey, Turkmenistan, Tuvalu, United Arab Emirates, United States of America, Vanuatu, Venezuela, Viet Nam.