



Organisation des Nations Unies
pour l'éducation, la science et la culture

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 192 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 **Russian Editor – Regional Information Officer**
Organizational unit **Editorial, Courier and Press Relations Section, Bureau of Public Information**

Duty station Paris, France

Grade P-3

Post number BPI-022

Closing date **22 October 2007**

Main responsibilities Under the authority of the Director of the Bureau of Public Information and supervision of the Chief of the Section (BPI/EPR), the incumbent will be responsible for:

The Russian edition of the UNESCO Web portal

- Writing and editing content in the required journalistic style for the Russian web portal;
- Updating and ensuring the quality of content on the home page of the portal and in the site's different sections;
- Translating and revising translations on materials prepared for the web where necessary;
- Preparing various support products such as feature stories and interviews.

Press relations in the Russo phone region

- Maintaining close contact with the Russian-language media;
- Maintaining and updating the data base of Russian-language media;
- Organizing interviews, background briefings and press conferences for the Russian media;
- Writing, translating or revising press releases, media advisories and other materials for the media;
- Distributing this material to Russian language journalists and media outlets;
- Putting these materials on line.

Coordinating the Russian-language version of the UNESCO Courier

- Writing, editing and translating articles for the Russian language version of the UNESCO Courier;
- Revising translations of articles from other languages into Russian in accordance with journalistic criteria;
- Putting the Courier content online.

Contributing to the communications plan

- Maintain regular contact with UNESCO's Sectors/Bureaux and identify activities and events that may be of interest to UNESCO's various publics.
- Ensure that these activities are included in the Organization's communication plan.
- Coordinate and prepare materials for the promotion and mediatization of these activities.

- Profile**
- Advanced university degree in the field of communication and/or journalism.
 - 4 to 7 years' professional experience in journalism, particularly journalism for the electronic media.
 - Excellent knowledge of the Russo-phone media.
 - Proficiency in the use of Microsoft Office and a good working knowledge of the Web.
 - Excellent written and spoken Russian and a high degree of proficiency in English or French.

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 €66,100 (€61,700 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 two 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 online recruitment system at www.unesco.org/employment. Candidates without access to the 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: **BPI-022**.

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

Women as well as nationals from non- or under-represented Member States are encouraged to apply

Non- or under-represented Member States as of July 2007 (please check at www.unesco.org/employment for the latest situation): Andorra, Angola, Antigua and Barbuda, Armenia, Austria, Azerbaijan, Bahamas, Bahrain, Bangladesh, Belize, Bolivia, Botswana, Brunei Darussalam, Cape Verde, Central African Republic, Chad, Chile, China, Colombia, Comoros, Cook Islands, Cyprus, Djibouti, Dominica, Dominican Republic, El Salvador, Equatorial Guinea, Estonia, Fiji, Gabon, Ghana, Grenada, Guinea-Bissau, Guyana, Haiti, Honduras, Hungary, Iceland, Indonesia, Iraq, Jamaica, Kazakhstan, Kiribati, Kuwait, Lao People's Democratic Republic, Lesotho, Liberia, Libyan Arab Jamahiriya, Luxembourg, Malaysia, Maldives, Marshall Islands, 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 Lucia, San Marino, Saint Vincent and the Grenadines, Sao Tome and Principe, Saudi Arabia, Slovakia, Slovenia, Solomon Islands, Suriname, Swaziland, Switzerland, Tajikistan, Thailand, Timor-Leste, Tonga, Trinidad and Tobago, Turkey, Turkmenistan, Tuvalu, Ukraine, United Arab Emirates, United States of America, Vanuatu, Venezuela, Viet Nam.