OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority and the direct supervision of the Director of UNESCO Office in Rabat, the incumbent will be responsible for the development, planning, implementation and management of activities and projects under the Communication and Information portfolio of the Office in the countries covered within the Cluster (Morocco, Algeria, Libya, Mauritania, Tunisia), applying a transversal approach. The incumbent will be expected to perform the following essential tasks:
More specifically, the incumbent will:
- Coordinate the preparation of, and/or prepare reports on the implementation of programmes and projects and other briefings.
- Prepare background documents and reports of conclusions and recommendations related to the programme; provide critique and commentary on documents prepared by others and exchange information of best practices. Provide regular news and information on communication and information programmes in Member States for both conventional and on-line publication through UNESCO’s websites. Contribute to the development and implementation of a communication plan. Participate in the management team to share information, manage intersectoral programmes and activities and liaise with other teams to ensure coordination in the work across the countries covered by the Cluster Office.
- contribute to the mobilization of extra budgetary resources in line with country priorities. Originate and contribute to resource mobilization initiatives for the region and individual countries by developing concept notes and project proposals based on a situational and stakeholder analysis as well as needs assessments. Prepare a mapping of potential donors, interact with UN Agencies, with bilateral and multilateral partners, with the private sector, foundations and development banks. Ensure follow-up, including reporting on the implementation of activities.

QUALIFICATIONS REQUIRED

Education
- Advanced university degree (Master's or equivalent) in mass communication, media studies, ICTs and/or knowledge society issues or other related fields such as international law, and/or social and political sciences. A first level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work experience
- Minimum four years of relevant professional experience in the field of communication and information.
- Proven experience in promoting issues related to free, pluralistic and independent media and building knowledge societies.
- Demonstrated experience in international cooperation programmes.
- Experience in partnership-building with UN Agencies, the private sector, civil society and NGOs.
Technical knowledge

- Knowledge in the communication and information environment and the context of the Maghreb region. Excellent coordination and interpersonal skills.
- Excellent written and oral communication skills, including the ability to prepare, present and discuss findings and recommendations clearly and concisely.
- Ability to maintain effective working relationships in a multicultural environment.

Functional/job related competencies/skills

- Good project management skills.
- Excellent interpersonal skills including the ability to participate effectively in high-level negotiations with internal and external partners.
- Proven fundraising and resource mobilization skills.
- Excellent negotiation and networking skills.
- Ability to build, maintain and enhance working relations with national/local authorities and relevant intergovernmental and non-governmental organizations.
- Good IT, information and knowledge management skills.

Languages

- Excellent knowledge of English or French and good working knowledge of the other language.
- Knowledge of Arabic is an asset.

ASSESSMENT

Candidates will be asked to submit, in writing:

- An up-to-date curriculum vitae;
- A statement indicating how their qualifications and experience make them suitable for the assignment;
- An indication of the approach he/she would adopt to carry out the assignment, including any inputs that may be required from UNESCO.

Only short-listed candidates will be contacted.

HOW TO APPLY

Please submit a full CV, a motivation letter and a proposal for implementing the activities related to the main responsibilities described in this call to rabat@unesco.org

BENEFITS AND ENTITLEMENTS

The contract will have a duration of six months (renewable). The appointment is non-career and does not carry any expectancy of renewal or conversion to another contract. UNESCO’s shall only pay consultancy fees, travel costs in case of missions and general insurance. Medical health care is not provided.

UNESCO applies a zero tolerance policy against all forms of harassment. UNESCO is committed to promoting geographical distribution (last update) 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 also encouraged to apply.

UNESCO does not charge a fee at any stage of the recruitment process.