Title: Regional Communications Consultant  
Domain: Education  
Organizational Unit: UNESCO Regional Office for Southern Africa  
Duty Station: Harare, Zimbabwe OR Johannesburg, South Africa  
Type of contract: Consultancy  
Duration of contract: Twelve months with possibility of extension subject to satisfactory performance  
Deadline (midnight, Harare time): 31 March 2020

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

Overview of the functions of the Consultancy

This consultancy falls under the overall authority of the Assistant Director General for Education, guidance from the Director of the UNESCO Regional Office for Southern Africa, and the direct supervision of the Senior Project Officer (HIV and Health Education). The Regional Communication Consultant will be responsible for the effective planning, implementation and monitoring of the HIV and Health Communications portfolio, specifically, the “Our Rights, Our Lives, Our Future” (O3) Programme, supported by Sweden among other donors. S/he will be responsible for developing and implementing an advocacy and communications strategy and closely monitoring the impact of communication efforts to enhance the organisation’s credibility and brand.

- **Advocacy and communications strategy**  
  - Lead the development, implementation and monitoring of the HIV and health education advocacy and communication strategy  
  - Contribute to the development and implementation of advocacy campaigns  
  - Spearhead the production of campaign materials, including both print, digital and multimedia materials  
  - Contribute to the production of communication products to support country and regional communication efforts, including liaison with external service providers as required  
  - Liaise with journalists from relevant media outlets around key advocacy and communications opportunities  
  - Conceptualize, maintain and create updated content for all communication platforms, including Newsletters, Publications, Website and Social Media

- **Report writing and design**  
  - Assist with the design, layout and dissemination of publications including reports  
  - Support documentation of best practices and “lessons learnt” for the HIV and Health programme  
  - Review communications materials developed by countries and support their dissemination  
  - Contribute to content development and revision of donor reports as required  
  - Provide support on other communication needs as specified

- **Young people today website and social media**  
  - Support on-going content development/management and user-testing of the young people today website  
  - Work closely with the HIV and Health Education team to maintain updates on the new youngpeopletoday.org website, including publicising the in-country progress and events across the region  
  - Work closely with the web programmer to ensure that the YPT website is kept up to date and has a dynamic look and feel for key audiences identified
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.

UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.
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Skills and competencies

- Ability to write compelling press statements, position papers and information materials
- Proven knowledge of HIV, health education, and/or public health;
- Computer literacy (MS Word, Excel, PowerPoint; website management software)
- Excellent interpersonal skills, tact and diplomacy,
- Credibility and confidence, with high level representational and partnership building skills, involving a wide range of partners (including relevant Ministries, UNAIDS Cosponsors, donors and civil society)

Languages

- Fluency (oral and written) in English

Assessment

A written test may be used in the evaluation of shortlisted candidates.

How to apply

To apply, please send your application letter, personal CV and UNESCO CV format, in English making reference to post Regional Communications Consultant, East and Southern Africa, including contact details of 3 referees:

By email: vacancies.harare@unesco.org

Applications are to reach UNESCO no later than 31 March 2020 (Midnight Harare time).

Please note that you MUST use the UNESCO CV Form

Please note that only pre-selected candidates will be contacted.

UNESCO is committed to gender equality in its programming and to gender parity within the Secretariat. Therefore, women candidates are strongly encouraged to apply.

Please note that UNESCO is a no-smoking Organization.