

Title: Regional Communications Officer
Domain: Education
Grade: P3
Organizational Unit: UNESCO Regional Office for Southern Africa
Duty Station: Harare, Zimbabwe
Type of contract: Project Appointment
Duration of contract: One year with possibility of extension subject to availability of funds and satisfactory performance
Annual salary: Approx. 85 766 USD
Deadline (midnight, Paris time): **30 November 2018**

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

Overview of the functions of the post

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 Officer 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 advocacy and communication strategy
- Contribute to the development and dissemination of advocacy campaigns
- Prepare the production of campaign materials, including both written materials and basic design
- 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 and layout of publications
- Support documentation of best practices and “lessons learnt” for the HIV and Health programme
- Review communications materials development by countries and support their dissemination
- Contribute to content development and revision of donor reports as required.
- Design and finalize reports to be published and disseminated
- 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 progress in country 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.

- Develop special interest stories through the blog and other social media channels.
- Manage translation services and validation before uploading new content to the site.
- Utilize special UN international days – World AIDS Day, International Women’s Day, International Youth Day, etc. to develop relevant content for engagement.
- Build and implement a social media plan, aimed at engaging with young people across Eastern and Southern Africa. Develop messages and graphics for a variety of social media platforms.

□ Partner Relations

- Form linkages with communications personnel in partner organisations (ESA Commitment Technical Coordinating Committee and UN) to strengthen coverage.
- Assist countries writing articles/updates for website country pages; media release etc.
- Prioritize government relations communication plan, document best practices in engaging governments across the region.
- Prepare ESA communications materials, as relevant for different audiences i.e. presentations; newsletter, opinion pieces.
- Help in the administration of internal communications (i.e. database for all files, templates, etc.)
- Develop an integrated well-used photography asset database
- Support the updates and maintenance of key stakeholders and media contacts list

Competencies

A successful candidate will be required to demonstrate the following competencies:

Core Competencies

Accountability

Communication

Teamwork

Innovation

Results focus

Planning and organizing

Knowledge sharing and continuous improvement

For detailed information please consult the [UNESCO Competency Framework](#)

Required qualifications

Education

An advanced university degree (equivalent to Masters) in Communications, Journalism, Public Relations, or relevant Social Sciences.

Work Experience

Minimum 4 years of relevant professional experience in the communications field, of which two year acquired at the international level;

Experience in working with diverse institutions, such as civil society, multi-lateral agencies, and non-government organizations.

Skills and competencies

- Proven knowledge of HIV, health education, and/or public health;
- Understanding of both traditional media (print, radio, television) and social media;
- 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.

Required qualifications

Education

Additional academic or professional qualifications would be an advantage with a view to demonstrating combined experience and/or expertise from a communications and education sector perspective, including in the thematic areas of HIV and sexuality education, health and education.

Work Experience

Experience in working with diverse institutions, such as civil society, multi-lateral agencies, and non-government organizations, to strengthen their capacity and opportunities to engage in dialogue/advocacy with policymakers. Experience in being part of campaign teams will be an added advantage;

Languages

Knowledge of French.

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 mandatory UNESCO CV format, in English making reference to post Regional Communications Officer, East and Southern Africa, including contact details of 3 referees:

By email: vacancies.harare@unesco.org

Or

By hand or delivery post :

UNESCO Regional Office for Southern Africa
HIV and Health Education Regional Officer, East and Southern Africa
8 Kenilworth Road
Newlands, Harare

Applications are to reach UNESCO no later than 30 November 2018, (Midnight Harare time). Please note that only pre-selected candidates will be contacted.

Benefits and entitlements

UNESCO's salaries are calculated in US dollars. They consist of a basic salary and a post adjustment, which reflects the cost of living in a particular duty station, as well as exchange rates. Other benefits include: 30 days annual leave, family allowance, home travel, education grant for dependent children, pension plan and medical insurance. More details can be found on the [ICSC Website](#).

Please note that UNESCO is a no-smoking Organization.

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.