

Title: Associate Project Officer
Domain: Culture
Grade: P-2
Organizational Unit: World Heritage Centre
Culture Sector
Primary Location: Paris, France
Type of contract: Project Appointment
Post number: WHC/PA 011
Deadline (midnight, Paris time): 16 November 2012
Application to be sent to: wh-recruit@unesco.org

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Director of the World Heritage Centre and the direct supervision of the Chief of the Communication, Education and Partnerships Unit (CEP) at UNESCO Headquarters, the incumbent shall manage tasks related to the communications plans and needs of the World Heritage Centre (WHC) and assist States Parties with their communication activities, in support to the implementation of the 1972 World Heritage Convention and in co-operation with the Regional Units of WHC. In this respect, the incumbent shall:

- Coordinate the production of the quarterly World Heritage Review with the co-publisher, by managing preparation of the three language versions, drafting and editing articles, and assisting in proofing;
- Draft, edit and translate news and other items for the WHC website;
- Draft, compile or update texts for World Heritage promotional materials, including brochures, the World Heritage Map and World Heritage Desk Diary, as well as draft forewords/messages as needed;
- Handle media relations and respond to queries received from the press and public, including via the public e-mail address, and organize interviews with WHC Programme Specialists;
- Provide substantive backstopping to Chiefs of Units/Section's meetings and other meetings, conferences, etc., to include proposing agenda topics, preparation of documents and presentations, etc.;
- Review and edit relevant documents and reports pertaining to CEP activities prior to their dissemination outside the Organization.

REQUIRED QUALIFICATIONS

EDUCATION

Advanced university degree (Master's degree or equivalent) in literature, journalism, communication or other related fields.

WORK EXPERIENCE

Two to four years of relevant professional experience, of which preferably 1 year acquired at international level. Excellent knowledge of the World Heritage Convention and its processes. Working experience with media and/or Member States would be an asset.

SKILLS/COMPETENCIES

Capacity to coordinate the production of magazines and publications. Ability to express clearly and concisely ideas and concepts in written form: specific skills in report writing and editing. Strong working knowledge of computer systems and applications. Strong organization skills and excellent interpersonal skills; team-player; ability to deal effectively with partners, media and general public; discretion. Good knowledge of UNESCO's areas of work, rules, regulations and procedures would be an asset, as well as expertise in communication for cultural projects.

LANGUAGES

Excellent knowledge - writing and editing skills - of English and French.

BENEFITS AND ENTITLEMENTS

UNESCO's salaries are calculated in US dollars and exempt from income tax. They consist of a basic salary and a post adjustment which reflects the cost of living in a particular duty station and 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 on [the ICSC Web site](#).

Please note that UNESCO is a non-smoking Organization.