

Title: Associate Project Officer (Communication)
Domain: Education

Grade: P-1
Organizational Unit: Mahatma Gandhi Institute of Education for Peace and Sustainable Development

Duty Location: New Delhi, India
Type of contract: Project Appointment
Annual salary: approx. 46,905 USD

Duration of contract: One year with possibility of extension depending on availability of funds and performance

Deadline (midnight, India time): **17 October 2017**

Application to be sent to: mgiep.recruitment@unesco.org (CV with cover letter) [CV Form to be used](#)

OVERVIEW OF THE FUNCTIONS OF THE POST

I. Background

The Mahatma Gandhi Institute of Education for Peace and Sustainable Development (MGIEP) is UNESCO's first education-related category 1 institute towards the development and promotion of new approaches to education for a more peaceful and sustainable world. The Institute, based in New Delhi, India, aims to contribute to the conceptualization, design and formulation of regional and sub-regional strategies in education for peace and sustainable development, in particular through South-South and triangular North-South-South cooperation. MGIEP plans to provide an integrated approach to education for peace and sustainable development.

We believe that learning in the 21st Century must go beyond literacy and numeracy, and enable students to build a worldview based on respect and recognition of the inherent interconnectedness, and build their capacities for peaceful and sustainable coexistence.

Working within the framework of the Institute's biennial programmes and budget, the incumbent will contribute to the development, and implement, and report on the overall Communication Strategy for the Institute and provide full Communications support for the institute:

II. Duties and Responsibilities

Under the overall authority of the Director of the Institute and the direct supervision of the Senior Project Officer, the incumbent will serve as focal point providing comprehensive expertise in maximizing global visibility, awareness, and support of the Institute including its mandate, projects, and events. The incumbent will fully utilize the latest communications/media strategies and technologies to implement and report on innovative, multi-lingual, high-impact promotional campaigns based on (social and traditional media, MGIEP, flagship Blue Dot magazine, collateral materials). More particularly, the incumbent will:

- Develop the MGIEP Graphic Charter series of templates for the Institute's publications for consistent visual, aesthetic layout in coordination with Programme Staff and the Institute Instructional Designer;
- Ensure all MGIEP publications are compatible with all necessary open ICT standards, and contributing to the specifications, procurement, implementation, and maintenance of the Institute's Communications-related platforms, systems, and licenses in coordination with the Institute Chief Technology Officer;
- Coordinate with the Institute Social Media Officer to design and implement global, multi-lingual social media campaigns;

- Assist in developing and enhancing effective knowledge partnerships and communication channels with mass/traditional media organizations, and news services to place Op-Eds, hold press conferences, and encourage frequent, accurate, and favorable reporting of the Institute's activities;
- Act as a main focal point for the implementation of a Mass Email Distribution System with metric Reporting;
- Animate the MGIEP Website of practice to improve knowledge sharing among country programmes and keep the external website up to date with stories and events; (Produce the bi-annual flagship Blue Dot magazine for print and online organizing the Editorial Committee meetings for theme selection; collect and edit articles from authors to ensure their compliance with editorial guidelines, working closely with the graphic designer on layout, printers, distribution, and multi-faceted promotional campaign;
- Produce high-impact pan-Institute and Programme collateral materials including print and online brochures/flyers, video, presentations/Prezis, venue or outdoor branding (posters, standees, backdrops), and branded and gift items (USB flash drives, bags);
- Provide support logistics and communications for the pan-Institute premier events: TAGe and Institute organized Conferences. Producing the Quarterly Visibility Report in coordination with the members of the Institute Communications Team;
- Work closely with the Director's office to produce the annual GBM report, executive committee report and the Annual report;
- Ensure the availability of hard-copies of seminal MGIEP publications and promotional materials, and arranging freight/delivery for MGIEP activities.

REQUIRED QUALIFICATIONS

EDUCATION

- An advanced university degree (equivalent to Master's) in communication, journalism, media, public relations or other related fields. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

WORK EXPERIENCE

- A minimum of 2 years of relevant working experience in the fields of communication, journalism, media, public relations, of which preferably 1 year acquired at international level.
- Experience in project management, event management.

SKILLS/COMPETENCIES

- Knowledge of designing and implementing large scale/global communication strategies.
- Excellent knowledge of the latest ICT/mobile technologies, systems, platforms, analytics, reporting tools.
- Good knowledge of current trends in communications.
- Excellent communications skills (oral and written) in English and proven analytical and reporting skills.
- Excellent inter-personal skills.
- Ability to work effectively and respectfully in a multicultural environment.
- Ability to apply flexibility in adjusting work schedules and priorities.

LANGUAGES

- Excellent knowledge of English.

DESIRABLE QUALIFICATIONS

WORK EXPERIENCE

- Experience within the UN system, multilateral agencies or international corporations.

LANGUAGES

- Knowledge of another UNESCO official language (Arabic, Chinese, French, Russian, Spanish).

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.

Please note that UNESCO is a non-smoking Organization.

HOW TO APPLY

1. Interested candidates are requested to send their application, including a motivation letter in English and the complete UNESCO CV form: <http://en.unesco.org/careers/media/3705> , indicating the "Position Title" by email to mgiep.recruitment@unesco.org
2. **Please send the application before 17 October 2017** midnight (New Delhi, time)."

Women candidates are strongly encouraged to apply.

Please note that only short listed candidates will be contacted.

A written examination may be used in the evaluation of candidates.