

## Job Title: YPP 2023\_Associate Publications Officer

Post Number : YPP 2023\_CPE xxx

Grade : P-1 / P-2

Parent Sector : Division for Communications and Public Engagement (CPE)

Duty Station: Paris

Job Family: Public Information

Type of contract : Fixed Term

Duration of contract : 2 years, renewable

Recruitment open to : External candidates

Application Deadline (Midnight Paris Time) : xx-XXX-2023

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

### OVERVIEW OF THE FUNCTIONS OF THE POST

*The Young Professionals' Programme (YPP) aims at bringing in young professionals improving the geographical representation of the Organization, promoting gender parity, enriching and diversifying the UNESCO family. This Programme provides talented, highly qualified university graduates and young professionals from non- and under- represented Member States the opportunity to join UNESCO at the early stage of their professional career.*

*Below is a succinct profile of the Associate Publication Officer position, including a brief description of the organizational environment and a concise summary of required qualifications.*

Under the authority of the Director of Communication and Public Engagement and the guidance and direct supervision of the Head of the Publications Unit, the Assistant Publications Officer contributes to ensuring the quality of publication projects and manuscripts, to the drafting of co-publishing agreements, and to editorial policy and publication procedures.

He/She participates in drawing up editorial production schedules in coordination with colleagues and ensures that manuscripts are edited in compliance with UNESCO deadlines, rules and procedures.

In particular, the **Associate Publication Officer** will:

- Ensure the quality of publication projects.
- Contribute to co-publishing and licensing agreements.
- Contribute to editorial work and production schedules.
- Contribute to the promotion of publications.
- Contribute to the development of editorial policy and procedures.
- Ensure quality control and oversee copyright, legal aspects of publication projects and ISBN procedures.

### COMPETENCIES (Core / Managerial)

Communication (C)

Accountability (C)

Innovation (C)

Knowledge sharing and continuous improvement (C)

Planning and organizing (C)

Results focus (C)

Teamwork (C)

Professionalism (C)

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

### QUALIFICATIONS

#### Education

- Advanced university degree (Masters or equivalent) in intellectual property management, literary studies or communications.

- Courses or training in one of the following disciplines: publication promotion, quality control and editorial project management.

### Work Experience

- Preferably 2 years of relevant professional experience in publications management.
- Relevant international experience is an asset.

### Skills & Competencies

- Autonomous and highly organized.
- Mastery of quality control.
- Good problem-solving skills.
- Knowledge of publications policy and public information strategy, ISBN allocation procedures, and legal and operational aspects of publishing agreements would be an advantage.

### Languages

- Excellent knowledge (written and oral) of at least one of the Secretariat's working languages (English or French). Knowledge of the other working language is an asset.
- Knowledge of other UNESCO official languages (Arabic, Chinese, Russian or Spanish) is an asset.

## **SELECTION AND RECRUITMENT PROCESS**

Please note that all candidates must complete an on-line application and provide complete and accurate information. Candidates are requested to upload the Employment History Form duly filled-in to the on-line profile. No modifications can be made to the application submitted.

Candidates are strongly encouraged to submit their application well before the deadline date. Only applications received through the recruitment platform will be considered.

The process will include pre-recorded video interviews and/or written assessments, interview (via MS Teams) with a Panel, as well as reference checks. In addition, candidates may be requested to provide additional information which may be pertinent to the position's qualifications.

Please note that the whole process can take up to six (6) months. All candidates, whether selected or not, will be informed in due course.

### ***To be considered for the UNESCO Young Professionals Programme, candidates must:***

- **Nationality:** Be a national of a non- or under-represented Member State in UNESCO.
- **Age:** Be 32 years of age, maximum (i.e. candidates born not before 1st January 1991).
- **Education:** Hold a completed advanced university degree (Master's or equivalent) and the fields of study should be related to:
  - Human Resources Management; Business Administration; Psychology; Law; Audit; Finance; Accounting; Media; Journalism; Public Information; Cultural Policies and Development; International Relations and Political Sciences.
  - Education; Natural Sciences; Social and Human Sciences; International Cooperation and Development.
  - or in a field of direct relevance to the management and administration of an international organization (→ this will be specified in the vacancy notice).
- **Experience:** An initial professional experience is an asset, however it is not mandatory. Specialization in a field relevant to UNESCO's areas of expertise.
- **Languages:** Fluency in English or French (knowledge of both working languages is an asset). Knowledge of Arabic, Chinese Russian or Spanish is an additional asset.

## **BENEFITS AND ENTITLEMENTS**

UNESCO's salaries consist of a basic salary and other benefits which may include if applicable: 30 days annual leave, family allowance, medical insurance, pension plan etc.

The approximate annual starting salary for this post is 60 086 US \$.

For full information on benefits and entitlements, please consult our [Guide to Staff Benefits](#).

*UNESCO recalls that paramount consideration in the appointment of staff members shall be the necessity of securing the highest standards of efficiency, technical competence and integrity. UNESCO applies a zero-tolerance policy against all forms of harassment. UNESCO is committed to achieving and sustaining equitable and diverse geographical distribution, as well as gender parity among its staff members in all categories and at all grades. Furthermore, UNESCO is committed to achieving workforce diversity in terms of gender, nationality and culture. Candidates from non- and under-represented Member States ([last update here](#)) are particularly welcome and strongly encouraged to apply. Individuals from minority groups and indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the highest level of confidentiality. Worldwide mobility is required for staff members appointed to international posts.*

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