

## TERMS OF REFERENCE

<b>Title:</b>	<b>CI – Project Officer Election Support</b>
<b>Contract Type:</b>	SC (subject to availability of funding)
<b>Grade:</b>	Project officer, SB4
<b>Duration:</b>	9 months (with possibility of extension)
<b>Sector:</b>	Communication and Information (CI)
<b>Duty Station:</b>	Islamabad – travel inside Pakistan to be expected

### I. Background

Access to information and freedom of expression are cornerstones of a functioning democracy and UNESCO is mandated to promote ‘the free flow of ideas by word and image’.

For the first time access to information has been included in the UN Development Goals and Pakistan’s Vision 2025 acknowledges it as a key pillar in strengthening democratic governance, stressing its crucial relevance for development.

The main purpose of this Project Officer position is to support the implementation of the CI Program and of UNESCO’s efforts in this Sector.

Under the overall supervision of the Director, the Project Officer will provide overall support to the CI Sector, in particular on the “Project for Electoral Assistance” in 2018.

### II. Duties and Responsibilities

A) Overall support to the Communication and Information (CI) Program:

- Monitor national and international media for information and developments that are of interest to the CI Sector, in particular regarding elections and overall governance;
- Liaise with other UN Agencies, in particular with UNDP – the Contributing Agency of the “Project for Electoral Assistance”;
- Generate content for the CI Sector on the “Project for Electoral Assistance” for newsletters and for the UN Magazine.

B) Programmatic support:

Under the overall supervision of the Director of UNESCO Islamabad, support the implementation of the upcoming “Project for Electoral Assistance” in Pakistan in coordination with the CI Program Coordinator, UNDP, and the Election Commission of Pakistan.

UNESCO Islamabad has particular obligations towards the program’s output: “*Strengthened capacity of media professionals to develop balanced, inclusive, and objective election reporting and foster peaceful democratic discourse*”.

The Project Officer's main responsibilities will include, but will not be limited to:

- Assisting the (simultaneous) preparation of trainings in the federal territory and provinces. This will entail the complex coordination of logistics across the country regarding, for instance, booking of venues, catering, printing training material and handouts, among others;
- Liaising with: a large number of participants, a pool of trainers, UNDP and other UN agencies, universities, partners (sometimes simultaneously);
- Collecting material and information — that is relevant to the program — regarding media and elections before, during, and after the conclusion of the program;
- Collecting material and information — that is relevant to the program — regarding media, elections, and minorities and gender;
- Drafting reports, meeting minutes, and other project documents as needed.

### **III. Qualifications**

UNESCO Islamabad seeks a 'Project Officer Election Support' with the following qualifications:

- Minimum 2 years of experience in the field of journalism and / or communication with practical professional experience
- Familiarity with Pakistan's media (Urdu and English) and political landscape in particular in relation to upcoming elections
- Knowledge of issues related to governance, ethics of journalism, press freedom, safety of journalists, gender in media
- Experience with complex coordination of logistics in various parts of Pakistan
- Knowledge of and / or practical experience on electoral reporting is an advantage
- Advanced university degree in Journalism, Mass Communications, Humanities or related field (equivalent to Masters in the relevant field or equivalent professional qualification)
- Solid analytical and problem solving skills
- Experience of working with UN agencies and (inter)national donors and NGOs
- Excellent writing skills in English and sound understanding of Urdu
- Familiar with social media and windows office, such as Word, PowerPoint, Excel
- Good communicator for knowledge flows and management
- Experience in drafting concept notes, budgets, proposals, and donor reporting is an advantage

#### **IV. How to apply**

Interested candidates are invited to submit their CVs ([in P11 form](#)) along with a Cover Letter stating their interest and relevant experience to:

Ms Sabahat Raza  
HR Focal Person - UNESCO  
[s.raza@unesco.org](mailto:s.raza@unesco.org)

Deadline for submission of applications is **19 February 2018 16:45h**. Hard copies will not be entertained.

UNESCO is committed to gender equality and diversity. Well-qualified candidates, particularly females, are strongly encouraged to apply. UNESCO is a smoke-free environment.

Please note that only shortlisted candidates will be contacted.