

TERMS OF REFERENCE

Title:	CI – Project Officer
Contract Type:	SC (subject to availability of funding)
Grade:	Project officer, SB4
Duration:	12 months
Section:	Communication and Information (CI)
Duty Station:	Islamabad

A) BACKGROUND:

Communication and information (CI) are at the core of human progress and access to information and freedom of expression are cornerstones of a functioning democracy.

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, accentuating its crucial relevance for development.

The main purpose of the Project Officer position is to support the CI Program Coordinator and 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.

B) DUTIES AND RESPONSIBILITIES:

B.1) Overall support to the Communication and Information (CI) Sector:

- 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.2) Programmatic support:

Support the implementation of CI’s upcoming “Project for Electoral Assistance” in Pakistan in coordination with the CI Program Coordinator and under the overall supervision of the Director.

UNESCO, as the Recipient Agency of the “Project for Electoral Assistance” has particular obligations under one of the program’s outputs:

“Strengthened capacity of media professionals to develop balanced, inclusive, and objective election reporting and foster peaceful democratic discourse” which will consist of a high implementation rate

throughout the year of 2018. Activities under this output will take place nationwide and simultaneously.

The project officer's main responsibilities will include, but not be limited to:

- Assist with the preparation of trainings in the federal territory and provinces. This will entail coordinating logistics, selecting trainers and material, drafting content as needed, etc;
- Liaise with relevant UN Agencies, partners, and Universities as needed;
- Collect relevant material and information regarding media and elections before, during, and after the conclusion of the program;
- Collect relevant material and information regarding media, elections, and minorities and gender;
- Draft reports, meeting minutes, and other project documents as needed.

C) REQUIRED QUALIFICATION AND SKILLS

- Minimum 2 years of experience in the field of journalism with practical professional experience
- Familiar 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
- Knowledge and / or practical; experience on electoral reporting is an advantage
- Master's degree in Journalism, Mass Communications, Humanities or related field
- Good analytical and problem solving skills
- Experience of working with UN agencies/donor/International NGO's
- Good 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