

## TERMS OF REFERENCE

<b>Title:</b>	<b>CI – Project Officer</b>
<b>Contract Type:</b>	SC (subject to availability of funding)
<b>Grade:</b>	Project officer, SB4
<b>Duration:</b>	12 months
<b>Section:</b>	Communication and Information (CI)
<b>Duty Station:</b>	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: assist the implementation of the program “For a balanced, strong, and gender-responsive media environment in Pakistan”, coordinate logistics where needed (events, workshops), implement the overall communication liaising with other UN agencies, undertake research for policy documents and proposals, among other tasks.

### 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 the monitoring and reporting of SDG 16;
- Liaise with other UN Agencies (such as UNIC for overall communication, and the RC Office for coordination) for outreach and visibility of UNESCO’s works;
- Support and improve UNESCO’s overall communications strategy in Pakistan assisting all sectors: Education, Science, Culture, and Communication and Information;
- Generate content for UNESCO’s overall communication, visibility, and outreach including editing newsletter articles for the UN Magazine and UNESCO’s cluster offices;
- Develop key messages and talking points for the Director and other staff members as needed;
- Monitor media coverage of UNESCO’s activities in Pakistan and map out challenges and opportunities for increased visibility.

#### B.2) Programmatic support:

Support the implementation of CI's upcoming program in Pakistan in coordination with the CI Program Coordinator and under the overall supervision of the Director.

"For a balanced, strong, and gender-responsive media environment in Pakistan" (January 2018 – December 2019)

- Assist in the organization of international days observed by UNESCO's CI Sector mainly: World Press Freedom Day (3 May), International Day for Universal Access to Information (28 September), and the International Day to End Impunity for Crimes against journalists (2 November), such as preparing social media campaigns, drafting documents, speeches, and budgets, etc;
- Organize workshops with the federal and provincial governments of Pakistan as per program document;
- Prepare conferences and consultations within program's framework liaising internally with UNESCO and externally with partners.

### **C) REQUIRED QUALIFICATION AND SKILLS**

- Minimum 2 years of experience in the field of journalism or communications with practical professional experience
- Familiar with Pakistan's media (Urdu and English) and political landscape, in particular regarding SDG 16 monitoring & reporting
- Knowledge of issues related to press freedom, right to information, and safety of journalists
- Proven skills in the development and implementation of communications/media products, including relations with the press and media
- Good communicator for knowledge flows and management
- 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
- Experience in drafting concept notes, budgets, proposals, and donor reporting is an advantage