



# UNESCO

## United Nations Educational, Scientific and Cultural Organization

### Junior Professional Officer Programme (JPO)

#### TERMS OF REFERENCE

##### 1. General Information

<b>Title:</b>	<b>Junior Professional Officer</b>
<b>Sector of Assignment:</b>	Communication and Information (CI)
<b>Organizational Unit:</b>	Section for Freedom of Expression and Safety of Journalists (CI/FEJ)
<b>Country and Duty Station:</b>	Headquarter Paris, France
<b>Duration of assignment:</b>	<b>2 years with possibility of extension for another year</b> The extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance
<b>Please note that for participants of the JPO-Programme two years work experience are mandatory!</b> Relevant work experience can be counted. In order to assess the eligibility of the candidates, we review the relevant experience acquired after obtaining the first university degree (usually bachelor's degree).	

##### 2. Supervision

**Direct supervision by:** Chief of Section, CI/FEJ

The JPO is fully integrated into all aspects of the work of the FEJ Section. Areas of work, specific objectives and deliverables are agreed with each team member. Team members manage projects with a degree of autonomy compatible to their level of responsibility. Clear guidelines and background documentation are provided for each assignment. Review meetings with the JPO's supervisor and experienced Programme Specialist take place on a regular basis and feedback is provided on each assignment. The Chief of Section takes a special responsibility in mentoring the junior professional officer in the Section.

### 3. Duties and Responsibilities

Under the authority of the Chief of FEJ and the guidance of the relevant Programme Specialist, the JPO will contribute to the implementation the Section's activities aimed at promoting freedom of expression, both online and offline, and the safety of journalists.

In particular, the JPO will:

- Contribute to the organization of the global celebration of World Press Freedom Day including but not limited to support in the elaboration of the agenda and the drafting of background documents, speeches, and news items; supporting the coordination of the national WPFJ events organized by UNESCO field offices; partnership building and fundraising; daily communications with partners and participants; and post-event follow-up including supporting reporting exercises;
- Support CI/FEJ's work on implementing the UN Plan of Action on the Safety of Journalists (UNPA) , with a particular focus on activities aimed at tackling the specific risks faced by women journalists, both online and offline, including through: supporting the coordination of projects in this area (assisting with budget management, reporting and outreach); and contributing to partnership building and fundraising efforts
- Also as part of the implementation of the UNPA, support FEJ's monitoring of journalists' safety, including within the framework of UNESCO Director-General's Report on the Safety of Journalists, the 2030 Agenda for Sustainable Development (SDG 16. 10.1) and the Universal Periodic Review;
- Support UNESCO's communication efforts on the safety of journalists through the drafting of a bimonthly newsletter on the safety of journalists; the drafting of press releases on the killings of journalists; and the updating of relevant UNESCO web pages and database;
- Contribute to the drafting and preparation of concept notes, speeches; reports, including through background research, and review of existing literature and policies; as well as the preparation of fundraising proposals on the freedom of expression and the safety of journalists;
- Other specific duties contributing to the Section's mandate as instructed by the Chief of Section.

### 4. Required Qualifications

**Education:** Master's degree in media/communication studies, international relations, human rights, development or a related field. Knowledge of media development and freedom of expression issues will be an asset.

**Work experience:** At least two years of relevant professional experience, one of which acquired at international level, preferably in an intergovernmental organization.

## **Competencies and skills:**

- Experience in organizing major international events will be an asset.
- Experience in research, including academic research, on topics such as human rights, freedom of expression, gender equality will be an asset.
- Strong analytical and writing skills.
- Excellent interpersonal and communication skills.
- Good IT skills.

**Languages:** Excellent knowledge of English and/or French; the knowledge of another official language of the Organization would be an asset.

## **5. Learning Elements**

The JPO will gain first-hand insight into the work of an intergovernmental organization and experience in navigating among a multitude of stakeholders with diverse interests, which will be useful for his/her future career. The JPO will be at the heart of a team organizing a flagship UNESCO International Day celebration and thus acquire skills in establishing partnerships, fundraising and resource mobilization; communication; and liaising with a wide range of governmental and non-governmental actors. By working at FEJ, the JPO will gain a greater understanding of UNESCO's role as a standard-setter and a neutral broker in supporting legal and policy change aimed at creating a more enabling and safer environment for free, independent and pluralistic media. The JPO will also develop his/her drafting and research skills on specialized matters and gain experience in project planning and implementation.

## **6. Background Information**

UNESCO's Sector for Communication-Information (CI) implements the Organization's 1945 constitutional mandate to promote the "free exchange of ideas and knowledge" in general and in particular the "free flow of ideas by word and image". The Organization also takes its cue from the 1948 Universal Declaration of Human Rights proposition that "Everyone has the right to freedom of opinion and expression; this right includes freedom to hold opinions without interference and to seek, receive and impart information and ideas through any media and regardless of frontiers.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das  
Büro Führungskräfte zu Internationalen Organisationen (BFIO)**

**Alle Informationen finden Sie unter [www.bfio.de](http://www.bfio.de)**