

## JOB ANNOUNCEMENT NUMBER: JA12-19

<b>Title:</b>	NATIONAL PROJECT COORDINATOR (ASSISTANT PROJECT OFFICER) - Only candidates who have the right to live and work in Thailand may apply to this position
<b>Domain:</b>	Media Development
<b>Grade:</b>	SB-4 SC-8+ level of the local UNDP salary scale
<b>Organizational Unit:</b>	Communication and Information (CI) Unit
<b>Primary Location:</b>	Bangkok, Thailand with travels to Southern provinces
<b>Type of Contract:</b>	Service Contract
<b>Duration:</b>	18 months with initial 3 months probationary period
<b>Deadline for Application:</b>	<b>22 September 2019 (midnight, Bangkok time)</b>
<b>Report to work:</b>	As soon as possible

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

### Major Duties and Responsibilities

Within the framework of UNESCO Communication and Information (CI) programme, in particular its Main Line of Action 1 'Fostering freedom of expression online and offline, promoting all aspects of the safety of journalists, advancing diversity and participation in media, and supporting independent media', and under the overall authority of the Director of United Nations Educational, Scientific and Cultural Organization (UNESCO) Asia-Pacific Regional Bureau for Education and the direct supervision of the Adviser for Communication and Information, the incumbent shall coordinate and implement UNESCO's media support for strengthening social cohesion in the Southern border provinces of Thailand in close cooperation with UNDP, UNV and UN Women. In particular, s/he will:

- Plan, organize and facilitate seminars, workshops and public events in a view to strengthen media's role in fostering social cohesion in the Southern border provinces of Thailand in close cooperation with relevant stakeholders, including UN agencies, NGOs, academia and governmental agencies;
- Coordinate and provide technical support to partners to build the capacity of Thai media and journalists on conflict sensitive reporting with a focus on gender sensitive reporting;
- Coordinate and provide technical support to partners to build the capacity of women's associations and youth organizations on disinformation and countering hate speech;
- Implement activities to support and facilitate networking of journalists, including women journalists, with local communities, stakeholders and partners, including women's and youth associations, in southern border provinces of Thailand;
- Support journalists and target media in producing positive contents focusing on local human stories celebrating diversity, peaceful co-existence amongst communities as well as UN-supported activities in southern border provinces of Thailand, in particular the role played by women in peacebuilding;
- Facilitate networking of Thai journalists and media in covering issues in the Southern provinces of Thailand in a conflict sensitive manner;
- Explore and develop strategic partnerships with media, potential donors as well as private sector and help to mobilize further support for media capacity development on conflict sensitive reporting and peace-building;
- Produce communication materials (flyers, videos, PPT presentations, infographics, web articles, etc.) and coordinate with the Public Information and Outreach Unit of UNESCO and other UN agencies activities to promote the visibility of UN actions in southern border provinces of Thailand ;
- Organize public events and exhibitions, and coordinate the participation of journalists, civil society actors, academia, as well as private sector and potential donors;
- Monitor activity implementation, and prepare and submit reports as required by UNESCO on related performance indicators, associated baselines and targets, outputs, expected results, as well as assessment

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of challenges and lessons learnt;

- Undertake missions to facilitate workshops and oversee on-site implementation of activities;
- Develop project proposals and work plans for resource mobilization in alignment with UNESCO's Communication and Information programme's priorities;
- Perform any other duties as required by the Director of UNESCO Bangkok and the Advisor for Communication and Information.

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## Competencies

**A successful candidate will be required to demonstrate the following competencies:**

Accountability  
Communication  
Teamwork  
Innovation  
Results focus  
Planning and organizing  
Knowledge sharing and continuous improvement

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

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## Required qualifications

### Education

- University degree (Masters or Bachelors) in communication, journalism, media, international relations or other related fields.

### Work Experience

- Minimum seven (7) years (with Master degree), or, minimum nine (9) years (with Bachelor degree) of working experience, preferably in the field of communication, journalism, media, international relations or other related fields, at the national and/or sub-regional level.

### Skills and competencies

- Proven ability to plan, implement and report on programme actions and projects.
- Good project management skills
- Ability to participate effectively in negotiations with internal and external partners
- Excellent interpersonal and communication skills (written and oral) with ability to communicate effectively and persuasively
- Ability to work in a team in a multicultural environment
- Ability to take initiatives, establish priorities and capacity to work efficiently under pressure.
- Excellent IT and knowledge management skills, with good understanding of emerging communication and information technologies and their potential use

### Excellent Languages

- Excellent knowledge of English and Thai (spoken and written).

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## Desirable qualifications

### Work Experience

- Experience within the UN System or international organizations.
- Experience in southern border provinces is an asset but not mandatory

### Skills and competencies

- Ability to work effectively with diverse groups of professionals towards common goals.
- Knowledge of UNESCO/UN rules and procedures.

### Languages

- Knowledge of Bahasa Melayu/Malay language is an asset.

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*UNESCO is committed to promoting gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply. Persons with disabilities equally are encouraged to apply.  
UNESCO applies a zero tolerance policy against all forms of harassment.*

**UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.**

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## Assessment

An assessment exercise may be used in the evaluation of candidates.

A WRITTEN EXAMINATION MAY BE USED IN THE EVALUATION OF CANDIDATES

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## Application Process

Interested and qualified applicants are invited to submit **a covering letter and a full resume** (stating details of educational qualifications and working experience, present income, home and office contact addresses and telephone numbers, three (3) references and email address) **or UNESCO CV (Form HR 5-1)** to the e-mail: [hr.bgk@unesco.org](mailto:hr.bgk@unesco.org) by indicating the post title and the job announcement number they are applying for in the subject line "**Application for National Project Coordinator, JA 12-19**".

Please note that applications received after the deadline will not be accepted.

**Only short-listed applicants will be contacted.**

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Please note that UNESCO is a no-smoking Organization.

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