

**Title:** Programme Assistant (Public Information & Media) (Only candidates who are entitled to work in Santiago may apply to this position)  
**Domain:** General Administration Support  
**Grade:** G5  
**Post Number:** 3CLE0718RP  
**Organizational Unit:** UNESCO Santiago Office  
**Duty Station:** Santiago/Chile  
**Type of contract:** Fixed term  
**Annual salary:** **Approx. 21 714 000 Chilean pesos**  
**Deadline** (midnight, Paris time): 1 month

---

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

---

### Overview of the functions of the post

Under the overall authority of the Assistant Director-General of the Education Sector, overall guidance of the Director of UNESCO Santiago Office, and the direct supervision of the Programme Specialist of the assigned Sector, the incumbent shall support and assist in public information, knowledge management and outreach activities in support of OREALC/UNESCO Santiago's education programme in Latin America and the Caribbean, and in particular with regard to SDG4- Education 2030, the incumbent will provide a full range of office as well as administration and management support as follows:

- Provide general office assistance to the Education 2030 Public information: Compile, review and disseminate public information on UNESCO's education programme in Latin America and the Caribbean (LAC) and of UNESCO's activities in Chile, prepare press releases, information notes and visitors' kits, arrange press conferences and interviews for print and electronic media.
- Assist in the preparation of reports on the use of external services related to publishing and editing activities (content preparation, translation, proof reading, graphic design, printing and distribution), according to UNESCO guidelines and procedures, in order to ensure high quality information and products.
- Interact regularly with the information media, UN Country Teams and UN communication partners, UNESCO Headquarters and Field Offices in Latin America and the Caribbean, Government and civil society communication divisions.

### 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](#)

---

### Required qualifications

#### Education

- Completed secondary, technical and/or vocational diploma/certificate, with journalism, communication, or social sciences qualifications.

#### Work Experience

- Minimum five years of relevant professional experience in knowledge sharing, information and publication activities.
-

---

#### Skills and competencies

- Proven ability to draft high quality, clear, concise documents and articles.
- Excellent IT skills, including knowledge of standard office software i.e. Microsoft Word, Excel, Outlook, PowerPoint etc.
- Familiarity with the work and general functioning of international organization and/or the UN system.

#### Languages

- Excellent knowledge of Spanish and English.
- 

#### Desirable qualifications

##### Education

- Completed higher education in journalism or communication.

##### Work Experience

- Experience in working with media (Spanish and English), including social networks.
- Experience in working with an international organization

##### Skills and competencies

- Knowledge of the 2030 Global Agenda for Sustainable Development and its related goals (SDGs).

##### Languages

- Good knowledge of French
- 

#### Assessment

An assessment exercise may be used in the evaluation of candidates

---

#### Benefits and entitlements

UNESCO's salaries are paid in local currency, exempt from income tax. Other benefits include: 30 days annual leave, family allowance, medical insurance and pension plan.

Please note that UNESCO is a no-smoking Organization.

---