



## Junior Professional Officer (JPO) Programme

### Terms of Reference

#### GENERAL INFORMATION

**Title:** JPO - Freedom of Expression and Safety of Journalists

**Organizational Unit:** Freedom of Expression and Safety of Journalists Section, Sector for Communication and Information (CI/FEJ)

**Duty Station:** Headquarters Paris, France

#### 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 Specialists 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.

#### DUTIES AND RESPONSIBILITIES

Under the authority of the Chief of FEJ and the guidance of the relevant Programme Specialists, the JPO will contribute to the implementation of the Section's activities aimed at promoting and protecting Freedom of Expression and Safety of Journalists, online and off-line. The JPO will focus specifically on supporting UNESCO's work to promote freedom of expression in the digital ecosystem through a human rights-based approach, particularly in work to protect and respect human rights while countering hate speech, misinformation, and disinformation; protecting the digital safety of journalists, with a particular focus on women journalists; and in promoting transparency, human rights due diligence, and regulatory principles for digital platforms. The JPO will also support the Section in producing and coordinating its flagship series of reports on *World Trends in Freedom of Expression and Media Development* (World Trends Report). In particular, the JPO will:

- Support the coordination of projects (assisting with budget management, reporting, and outreach);
- Contribute to the organization of events, including but not limited to the elaboration of agendas, logistics, partnership building and fundraising, communications with partners and participant, and post-event follow-up including supporting reporting exercises;
- Contribute to the drafting and preparation of briefings, concept notes, speeches, reports, including through background research, and review of existing literature and policies;
- Draft and edit information and communication materials, website articles, project proposals, policy guidelines, agreements and other documents related to the above areas.

- Contribute to the production and distribution of products within the World Trends Report series, particularly related to issue briefs. Maintain webpages, such as the World Trends in Freedom of Expression and Media Development Report online hub and databank.
- Backstop colleagues at Headquarters and in the Field to support the organization of events, presentations, conferences, etc., and coordinate the distribution of publication materials; Conduct monitoring and reporting on the impact of the World Trends Report series and its use by key stakeholders.

### REQUIRED QUALIFICATIONS

- **Education:** Master's degree in media/communication studies, international relations, human rights, social sciences, political science, or a related field. Knowledge of freedom of expression and digital policy issues will be an asset.
- **Work experience:** Three years of work experience, preferably one year at the international level.
- **Competencies and skills:**
  - Experience in research, including academic research, on topics such as freedom of expression, media development, digital policy, and law, will be an asset.
  - Experience in organizing major international events 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; very good knowledge of the other language would be an asset.

### 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 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.

### BACKGROUND INFORMATION

UNESCO's Communication and Information Sector (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." <https://www.unesco.org/en/communication-information>