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**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**Trainee: Culture Sector, Culture and Emergencies**

**GENERAL INFORMATION**

**Duration: 12 months**

**Location:** UNESCO Headquarters, Paris, France

**Organizational Unit**: Division, Section, Unit Culture Sector, Culture and Emergencies Entity

**Supervisor (name, title):** Mr Lazare Eloundou, Director of the Culture and Emergencies Entity (CLT/CEM)

**DESCRIPTION OF THE TRAINEESHIP**

The sponsored trainee will work in the Culture and Emergencies Entity of the Culture Sector of UNESCO at Headquarters. S/he will be responsible in assisting the Programme Specialists of the entity in planning, developing and promoting effective communication and advocacy initiatives to support the respective programmes of the Culture Sector.

Under the authority and direct supervision of the Director of the Culture and Emergencies Entity (CLT/CEM), the sponsored trainee will perform the following duties:

* Assist in developing communication messaging and materials for different audiences (governments, the private sector, donors, partners, and the press). This entails drafting and designing, as well as liaising with graphic designers, printers and other service suppliers.
* Assist in preparing communication plans for promotional and awareness-raising events, as well as for other activities of CLT/CEM.
* Assist in developing and updating web contents, including web news, interviews, videos etc.;
* Assist in developing content for social media.

**REQUIRED QUALIFICATIONS**

**Education:** Master's degree.

**Subjects:** Communication, Journalism, Media Relations, Public or International Relations,

Publishing Development, Political Science, or other related subjects.

**Language skills:** Excellent knowledge of English and/or French. Knowledge of another official

language of UNESCO (Arabie, Chinese, Russian and Spanish) is an asset.

**Competencies and skills:**

* Proven skills in writing communication/visibility/advocacy materials.
* Knowledge of graphic design software (Adopt Photoshop and/or Adobe Illustrator and/or Adobe In Design and/or CorelDraw etc. ).
* Terms of Reference – Traineeship.
* Ability to plan and coordinate communication/visibility strategies and initiatives.
* Sound judgment and creativity.
* Autonomous and proactive with ability to work in a multi-cultural environment.

**LEARNING OBJECTIVES**

The sponsored trainee will be fully trained to work in an intergovernmental System and for a sector of an intergovernmental organization with a mandate in the field of the worldwide protection of cultural heritage, as well as reflect on and work towards the protection of elements of the tangible cultural heritage of humanity. In particular, s/he will:

1. Acquire a thorough understanding of communication policies/strategies of an international organization.
2. Acquire knowledge of effective communication techniques for national, regional or global projects.
3. Develop competencies to work in an multicultural environment and to work with representatives of countries and colleagues from all regions of the world.
4. Acquire competence in setting up and working in the Secretariat of the Culture and

Emergencies entity of UNESCO's Culture Sector.

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**ADDITIONAL INFORMATION**