

UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Duration: 12 months

Location: Geneva, Switzerland

Organizational Unit: UNESCO Geneva Liaison Office

Supervisor: Bobir Tukhtabayev

DESCRIPTION OF THE TRAINEESHIP

The incumbent will assist GLO in the implementation of its four strategic tasks, namely: institutional representation; advocacy and outreach; information analysis and brokering; and partnership-building. To this end, he/she will:

1. attend, as observer and upon instructions, various meetings held by the UN organizations, agencies and programmes as well as Permanent Missions of Member States based in Geneva and to prepare written reports of the outcomes of such meetings;
2. contribute to the communication and outreach activities of the Office, including the update of GLO Website's format and the contents;
3. actively contribute to GLO's social mobilization activities, especially through Twitter;
4. undertake research, data collection and analysis, essentially through Internet, on specific topics and themes under the direction of his/her supervisors;
5. assist in the organization of special events, meetings, exhibitions and similar activities initiated by GLO;
6. accompany and assist, when requested, UNESCO staff members from HQs attending meetings in Geneva;
7. assist in the preparation of periodic reports and other relevant documents produced by GLO;
8. undertake any relevant tasks entrusted by his/her supervisors.

Expected contribution (major expected outcomes):

Constructive contribution to GLO's work through quality reports, communication materials, outreach activities and analytical papers

REQUIRED QUALIFICATIONS

Education: Master's Degree or above

Subjects:

- International Relations, Political Sciences, Communications, International Law or other relevant areas of Social Sciences
- Knowledge of the United Nations system and the subjects of humanitarian action, development and human rights would be appreciated.

Language skills:

Excellent writing and speaking skills in English are essential. Good knowledge of French will be an asset.

Competencies and skills:

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- Discretion, diplomatic and communication skills are essential. Leadership, proactive approach and team spirit skills will be much appreciated. The incumbent should be dynamic and responsible person, with good skills in communication and social media.
- Initial professional experience in related areas would be an asset.

Skills: Microsoft Office, including Power Point. Internet, etc.

LEARNING OBJECTIVES

- to get better understanding on the work and functioning of the UN system in Geneva
- to obtain a thorough knowledge of UNESCO's various programmatic activities and priorities, as well as general knowledge of its working methods
- to improve writing, communication and diplomatic skills

ADDITIONAL INFORMATION

In line with the gender equality policy, female candidates will be strongly encouraged.