

UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Duration: 12 months

Location: Paris, France

Organizational Unit: Executive Office, Natural Sciences Sector

Supervisor: Mr Kristof Vandenberghe

DESCRIPTION OF THE TRAINEESHIP

Description of tasks:

- Assist in the development, preparation and implementation of communication and information management policies and practices on natural science programmes, and help pilot outreach actions and campaigns addressed to specific audiences, such as, but not limited to, policy-makers and Youth, and including the use of social media (in cooperation with relevant units and Sectors); draft relevant texts.
- Assist in the establishment and improvement of databases of natural science programmes using appropriate software, so as to maintain general communication and facilitate campaigns;
- Assist in the analysis of communication and documentation management activities and costs, and contribute to project planning (content, methodology, outlines, budgets, tools, human resources, and reporting mechanisms);
- Assist in the implementation of initiatives and agreements related to communication and publication; such as memorandum of understanding between UNESCO and its relevant partners;
- Assist UNESCO at scientific and technical meetings, including undertaking field missions as assigned by the Director of the Division;
- Any other duties entrusted by the Executive Office as needed.

REQUIRED QUALIFICATIONS

Education: Advanced University Degree. Preferably M.A in relevant field of communication.

Work experience (if needed): Internships and experience in communication would be an asset.

Language skills: Excellent knowledge of English; knowledge of French would be an asset.

Competencies and skills:

Core Competencies:

- Teamwork: “Ability to maintain effective working relations within a multi-cultural setting and to work effectively in team environment” etc.
- Communication: “Ability to speak and write clearly and effectively” etc.
- Planning and organizing “Ability to develop clear goals that are consistent with agreed strategies” etc.
- Commitment to Continuous Learning: “Ability to keep abreast of new developments in own occupation/profession” etc.
- Respect for Diversity: “Works effectively with people with diverse backgrounds” etc.

Other skills:

- Good analytical skills.
- Ability to quickly learn and adopt new technologies.
- Good communication skills.
- Ability to work under pressure.
- Good organizational skills.

LEARNING OBJECTIVES

The trainee will be exposed to the work of the United Nations (UN) and cooperation among the UN-Water members, thereby gathering knowledge about international and intergovernmental procedures. He/she will gain in-depth knowledge of the UNESCO Natural Sciences Sector, its networks and activities at the global, regional and local level; learn about deploying communication skills and actions at the science-policy interface and in the public sphere; and gain experience in increasing the global visibility and understanding of scientific issues and related solutions, adapted to specific settings and regions.