



UNESCO Trainees Programme

JOB DESCRIPTION

1. GENERAL INFORMATION

Title: Trainee on External Relations and Public Information (ERI)

Division: Online services, ERI Sector

Location: Paris, France

Trainee supervisor: Jelena Drca, Chief of Section Online Services

2. DESCRIPTION

Duration: 12 months

Description of tasks:

- Contribute to the daily management of UNESCO website in Chinese
- Prepare messages for social media
- Select and adapt images for online publications
- Write or adapt in Chinese web stories related to UNESCO Programme and activities
- Reinforce the small team in charge of Chinese online services in order to increase UNESCO visibility among the Chinese speaking community across the world

Learning objectives:

- Develop skills to work in a multicultural and multilingual communication team
- Learn from inside the management of communication activities of an international organization

3. QUALIFICATIONS AND EXPERIENCE OF THE CANDIDATE REQUIRED

Academic qualifications (including knowledge of specific subject areas):

- Master degree in Communication, Journalism or Online Media

Work experience (if needed):

- Relevant work or internship experience in web and social media management is considered as an asset

Language requirements:

- Excellent knowledge of English; good working knowledge of the other would be an asset.



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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.