



# UNESCO Trainees Programme

## JOB DESCRIPTION

### 1. GENERAL INFORMATION

**Title:** Trainee on Communication and Information

**Division:** Knowledge Societies Division, Communication and Information Sector

**Location:** Paris, France

**Trainee supervisor:** Davide Storti, Programme Specialist

### 2. DESCRIPTION

**Duration:** 12 months

**Description of tasks:**

1. Assist the KSD Division in developing and implementing communication and outreach strategies for Open Solutions projects (such as the UNESCO YouthMobile Initiative) to the public, the target beneficiaries, potential donors and partners. The trainee will work on activities such as:

- participating in defining communication strategies for CI/KSD Open Solutions projects
- participating in the drafting of visual information documents, including training material or tutorials
- participating in the development/updating of the relevant websites including writing and disseminating news articles
- managing online communities and social media campaigns including online discussions
- establishing/maintaining relationships with relevant project partners international actors, including in the private sector and the UN system, as well as UNESCO Field offices
- participating in the design and facilitation of project activities, including within the framework of the UNESCO Youth Forum
- conducting research and analysis to support project implementation, particularly on outreach opportunities at country and international level

2. Assist the Division in the organization of public information sessions, if the case arises

3. At the end of the traineeship, produce a report on the work done, including an assessment of the communication strategies adopted and some recommendations

**Learning objectives:**

The trainee will fully participate in the lifespan of some of the Division's projects, and will be given the possibility to put in practice the skills that she has acquired in her studies. The trainee will be immersed in the planning and follow-up of projects which will be taking place at the country level, in collaboration with the UNESCO team in the Field Offices. The trainee will be given also the possibility to work autonomously to different degrees and progressively, in conducting some of the projects' tasks.



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### 3. QUALIFICATIONS AND EXPERIENCE OF THE CANDIDATE REQUIRED

#### **Academic qualifications (including knowledge of specific subject areas):**

- University Degree (preferably M.A) in information and knowledge management, media, information technologies or computer science.

#### **Work experience (if needed):**

Relevant work or internship experience would be considered an asset, in particular related to:

- Development of the websites and web services,
- Applications and technologies
- Social media and surrounding technologies

#### **Language requirements:**

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

#### **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.