

UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Organizational Unit: *UNESCO Liaison Office in Geneva*

Location: *Geneva*

Supervisor (name, title): *Ana Luiza THOMPSON-FLORES, Director, Liaison Office in Geneva*

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, s/he will:

- 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
- actively contribute to GLO's social media activities, especially through Twitter
- undertake research, data collection and analysis, essentially through Internet, on specific topics and themes under the direction of his/her supervisors
- assist in the organization of special events, meetings, exhibitions and similar activities initiated by GLO
- accompany and assist, when requested, UNESCO staff members from HQs attending meetings in Geneva
- assist in the preparation of periodic reports and other relevant documents produced by GLO
- performed other assigned tasks, as required.

REQUIRED QUALIFICATIONS

Education: Masters Degree or above in International Relations, Political Sciences, Communications, International Law or other relevant areas of Social Sciences

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



28.2.2013

LEARNING OBJECTIVES

- to get a deeper understanding of 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
- to improve knowledge of the French language

ADDITIONAL INFORMATION

Initial professional experience in related areas would be an asset.

Discretion, diplomatic and communication skills are essential. Leadership, proactive approach and team spirit skills will be very appreciated.

The incumbent should be dynamic and responsible person, with good skills in communication and social media.