



UNESCO Trainees Programme

JOB DESCRIPTION

Name of Organisation: UNESCO - United Nations Educational, Scientific & Cultural Organization
Internship Coordinator: Rossella Salvia, Human Resources Officer; r.salvia@unesco.org ; tel. 0033 1 45681073
Intern Supervisor: Bobir Tukhtabayev, UNESCO Geneva Liaison Office (GLO); + 41 22 917 78 81
Homepage: www.unesco.org

Duration: 12 months
Description of tasks to be assigned: 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: <ul style="list-style-type: none">- 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- contribute to the communication and outreach activities of the Office, including the update of GLO Website's format and the contents- actively contribute to GLO's social mobilization 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- 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
Learning objectives (to be refined at the beginning of the internship): <ul style="list-style-type: none">- 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
Potential participation in missions (at UNESCO's cost): None
Further Remarks: <ul style="list-style-type: none">- In line with the gender equality policy, female candidates will be strongly encouraged



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Candidate Profile

Academic qualification (candidates are accomplishing a post-graduate degree)
Masters Degree or above in International Relations, Political Sciences, Communications, International Law or other relevant areas of Social Sciences
Knowledge of specific subject areas:
Knowledge of the United Nations system and the subjects of humanitarian action, development and human rights would be appreciated.
Language requirements:
Excellent writing and speaking skills in English are essential. Good knowledge of French will be an asset
Information technology skills:
Microsoft Office, including Power Point. Internet, etc.
Practical experience (if needed):
Initial professional experience in related areas would be an asset
Other qualifications and skills (e.g. teamwork, communication etc.):
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.