**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**GENERAL INFORMATION**

**Duration: 6-12 months**

**Location: Paris, France**

**Organizational Unit**: **Unit for Documentary Heritage, Digital Policy, Inclusion and Transformation Division, Communication and Information Sector**

**Supervisor (name, title): Fackson Banda, Head of Unit**

**DESCRIPTION OF THE TRAINEESHIP**

Under the overall authority of the Assistant Director-General for Communication and Information, the guidance of the Director for Digital Policy, Inclusion and Transformation (DIR/DPT), in close cooperation with the Associate Programme Specialist of the Unit for Documentary Heritage, and the direct supervision of the Head of the Unit for Documentary Heritage, the intern will transversally support the work of the CI Sector **43 C/5 Output 4.3 CI** relevant to the identification, preservation, accessibility and promotion of documentary heritage.

The intern will contribute to the work of the team, in particular:

1. Support planning and organization of events under the Memory of the World (MoW) Programme, including conferences, workshops and capacity building activities.
2. Assist in the visibility and social media promotions of the MoW Programme, as well as website maintenance and online presence, including updating the MoW International Register database and other related activities, especially ongoing projects supported by the Republic of Korea (e.g. UNESCO/Jikji Memory of the World Prize, etc.).
3. Contribute to the preparation of the unit’s briefings, reports, background papers, strategy documents, and any other processes, as required.

**REQUIRED QUALIFICATIONS**

**Education:** Advanced university degree (Master's or equivalent)

**Subjects:** Field of information, communication, archival science, records management, or related discipline including history, archeology, sociology, heritage studies.

**Language skills:** Excellent in spoken and written English.

**Competencies and skills:**

* Strong analytical and research skills; with capacity for accuracy, paying close attention to detail and quality of work.
* Excellent communication, coordination and organizational skills, with strong writing and oral skills for effective communication.
* Ability to prepare and process documents, with ability to identify key strategic issues, objectives, opportunities and risks.
* Solid computer skills including advanced knowledge of office software such as Word and Excel, as well as knowledge in web content management system.
* Ability to establish and maintain effective working relationships in a multicultural environment.

**LEARNING OBJECTIVES**

It is expected that the assignment will provide the intern with the opportunity to develop skills in some of the following areas:

* Gain insight into the work of UNESCO in the field of preservation, accessibility and awareness-raising of documentary heritage, and Communication and Information in general.
* Develop understanding in project management in the context of international development, using UNESCO’s Results-Based Management.
* Apply analytical and research skills, and present data and information in the context of the UN system.
* Gain experience working with UNESCO’s field presence and international partners.

The intern will also gain an understanding of the overall work of UNESCO and be given an opportunity to develop soft skills of the UNESCO Competency Framework, in particular teamwork, flexibility and communication.

**ADDITIONAL INFORMATION**