**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**GENERAL INFORMATION**

**Organizational Unit**: CI/SPO *Secretariat of the International Programme for the Development of Communications (IPDC)*

**Location:** HQ, Paris, France

**Supervisor (name, title):** Saorla McCabe, Advisor for Communication and Information and Deputy Secretary to the IPDC

**DESCRIPTION OF THE TRAINEESHIP**

Under the overall authority of the Director for Partnerships and Operational Programme Monitoring s, and the direct supervision of the Deputy Secretary to the IPDC, the Trainee will contribute to the implementation of activities under the umbrella of UNESCO’s International Programme for the Development of Communication (IPDC).

The main duties and tasks include:

1. Assisting in the organization and preparation of working documents for the IPDC Intergovernmental Council and Bureau meetings and the follow-up on its decisions.
2. Providing support in the implementation of UNESCO/IPDC’s global initiative to promote excellence in journalism education and other special initiatives of the IPDC.
3. Assisting in the preparation of IPDC sessions at international events and in organizing consultative and training workshops.
4. Assisting in knowledge management efforts, including by contributing to improving the presentation of information on the IPDC web pages and updating them, as well as providing support in the creation of the new IPDC projects database.
5. Contributing to the drafting of reports, articles, and briefings and talking points in English and French on issues covered by the IPDC.
6. Assisting in the development and dissemination of communication materials linked to resource mobilization and the visibility strategy of the IPDC.
7. Assist with other tasks within the field of IPDC’s work as defined by the Deputy Secretary to the IPDC.

**REQUIRED QUALIFICATIONS**

**Education:** Ongoing or completed university degree preferably at Master’s level or equivalent

**Subjects:** communication or information sciences, journalism, political science, international relations, international development or in any other related field.

**Language skills:** Excellent written and spoken English or French, and very good command of the other (knowledge of another UN language would be an asset).

**Competencies and skills:**

Strong command of Microsoft Office suite (Word, Excel, PowerPoint). Skills in publishing/video editing software considered an asset.

Strong analytical and organizational skills, good drafting skills, attention to detail, ability to work in a multicultural environment, team orientation, ability to multi-task, eager to learn.

**LEARNING OBJECTIVES**

*•* Acquiring an in-depth understanding of the contribution of freedom of expression, freedom of information, and the safety of media professionals to good governance and democracy as well as of the challenges which affect them.

• Gaining an insight into the inner workings of a UN agency and acquiring an understanding of the functioning of an intergovernmental programme such as the IPDC

• Honing skills in drafting briefs, letters, speeches, PR materials et al. for IPDC

• Gaining knowledge about information management tools and processes

• Working within a multicultural environment

**ADDITIONAL INFORMATION**

The Communication and Information Sector’s mission is to promote freedom of expression, media development and media literate societies, and to build knowledge societies through fostering universal access to information, innovation for sustainable development and the preservation of documentary heritage.

The IPDC promotes media development within developing countries, countries in transition, and countries in conflict and post-conflict situations. As the only multilateral forum in the UN system designed to mobilize the international community around media development, the Programme provides support for media projects while seeking accord to secure a healthy environment for the growth of free and pluralistic press. Find out more about the IPDC and its activities here: <https://www.unesco.org/en/international-programme-development-communication>