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**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**GENERAL INFORMATION**

**Duration:** 12 months

**Location:** Kathmandu, Nepal

**Organizational Unit**: Communication and Information Unit

**Supervisor (name, title):** Nirjana Sharma, Programme Coordinator

**DESCRIPTION OF THE TRAINEESHIP**

1. Contribute towards achievement of UNESCO’s objective of harnessing communication and information for sustainable development through innovation and digital transformation.
2. Provide overall support to the promotion and implementation of the Communication and Information activities including preparation of concept papers, reports and presentations.
3. Provide support to UNESCO partners and national stakeholders to align national priority and UNESCO priority of media information and literacy in UNESCO-supported activities.
4. Contribute to implementation of UNESCO’s priority to foster media freedom, gender and social inclusion in media, enhancing citizen’s access to information.
5. Work in close coordination with various stakeholders to carry out tasks related to advocacy and empowerment programmes.
6. Support the organizational matters related to the global, regional, and national events and workshops.
7. Perform other tasks as assigned by supervisor and or head of the Office.

**REQUIRED QUALIFICATIONS**

* **Education:** Bachelors’ degree in mass communication, journalism, digital media study, media development and ICT or related field.
* **Subjects:** Good knowledge of UNESCO’s role on promoting freedom of expression, media development, digital media information and literacy, artificial intelligence, and access to information.
* **Language skills:** Excellent command of English.
* **Competencies and skills:** Good understanding of the emerging landscape of mass media, digital transformation, use of AI, and ability to work with the multi stakeholder.

**LEARNING OBJECTIVES**

* **Communications:** Enhanced ability to express and execute ideas effectively and proactive management of information.
* **Planning and Organizing:** Enhanced knowledge and skills to sets priorities
* **Reliability:** Better understanding and consistency to sticks to commitments and complete work timely maintaining consistency.
* **Problem solving :** Ability to analyses problems, identify cause and effects. Present possible solutions.

**ADDITIONAL INFORMATION**

UNESCO Kathmandu website: <https://en.unesco.org/fieldoffice/kathmandu>