**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**GENERAL INFORMATION**

**Organizational Unit**: UNESCO Office for the Caribbean

**Location:** Kingston, Jamaica

**Supervisor (name, title):**  Paul Hector, Advisor for Communication and Information(CI)

**BACKGROUND INFORMATION**

The United Nations Educational, Scientific and Cultural Organization (UNESCO) Office for the Caribbean fits within UNESCO’s decentralized field structure in Latin American and the Caribbean region and serves 20 countries and territories in the English and Dutch-speaking Caribbean. As United Nations specialized agency, UNESCO contributes to the United Nations Multi-Country Sustainable Development Cooperation Framework (UNMSDCF) for the English and Dutch-speaking Caribbean, through interventions in the fields of Education, Natural Sciences, Social and Human Sciences, Culture and Communications and Information.

UNESCO through its mandate in Communication and Information (CI) defends and promotes freedom of expression, media independence and pluralism, and the building of inclusive knowledge societies underpinned by universal access to information and the innovative use of digital technologies. Through capacity-building, policy advice, international cooperation, monitoring and foresight in the fields of freedom of expression, access to information, and digital transformation, UNESCO will continue to empower key actors with a view to ensuring that fundamental freedoms are guaranteed online and offline, in line with international standards. This is all the more relevant to ensure the ethical development and use of emerging technologies, which have a growing impact on all aspects of the world’s societies. Citizens will also be empowered to enjoy these fundamental freedoms through the development of 21st century skills and the fostering of enabling environments for media pluralism and diversity.

**DESCRIPTION OF THE TRAINEESHIP**

Under the overall authority of the Director General of UNESCO delegated to the Director of the UNESCO Office for the Caribbean and under the direct supervision of the Programme Specialist, the incumbent will be responsible for the following activities and tasks:

* Conduct desk research, literature review, and provide inputs to support the elaboration of surveys, concept notes and project documents (including for resource mobilization) relevant to the implementation of the CI Sector’s Programme for the 2022-2023 biennium (Please see the links to the 41C/5) below). Priority areas include media development and access to information and knowledge, youth engagement, gender equity, digital skills and inclusion, documentary heritage, open solutions grounded in the contextual realities and priorities of Small Island Development States (SIDS);
* Support the implementation of selected activities (Caribbean-wide, national and trans-regional) including assistance in the organization of meetings and workshops – whether virtual, hybrid or in-person - and the preparation of publications;
* Contribute to the CI programme’s visibility (e.g. preparation of news articles and web stories, Facebook posts, audiovisual elements etc.) and reporting; and
* Support the expansion and maintenance of the CI Database (partners, calendars of events, key partners and contacts, calls for project proposals etc.).
* Perform any other tasks, as needed.

**Expected contribution (major expected outcomes):**

1. Enhance CI’s programme implementation, visibility and outreach;
2. Enhance CI’s engagement with stakeholders; and
3. Support CI’s resource mobilization efforts.

**REQUIRED QUALIFICATIONS**

**Education:** Bachelor's degree or equivalent

**Subjects:**  Preferably in subject areas relevant to the mandate of the Communication and Information Sector

**Language skills:** English (fluency – Reading, Writing, Speaking, Understanding); French and Spanish language skills would be an asset.

**Competencies and skills:**

* Teamwork: Works collaboratively with colleagues to achieve organizational goals;
* Communication: Speaks and writes clearly and effectively;
* Technology: Good Knowledge and skills in the use of desktop software (email, internet, office applications); social media, search, audio-visual and online analytical tools;
* Experience in primary and secondary research and preparation of surveys

**LEARNING OBJECTIVES**

* Acquire knowledge and familiarity with the history, socio-economic and political development issues in the Caribbean Small Island Developing States and understand UNESCO responses that can support the achievement of national and 2030 sustainable development goals (SDGs);
* Develop UN competencies (professionalism, teamwork, communication) and skills (planning and organizing);
* Understand UNESCO programmes and areas of work; as well as their synergies and interactions with other aspects of UNESCO’s work;
* Develop an understanding of the 2030 SDGs, the ongoing UN reform and its implementation at the country level and how UNESCO’s actions contribute to these processes;
* Acquire familiarity with UNESCO’s internal administrative procedures and an understanding of UNESCO’s modes for building partnerships, interacting with donors, UN Agencies, as well as related cooperation modalities.
* On completion of the sponsored internship, the candidate should be well prepared to successfully compete for entry-level positions at UNESCO and/or related opportunities in other UN bodies.

**ADDITIONAL INFORMATION**

* The CI Sector website provides a comprehensive overview of the programmes and topics undertaken by UNESCO Communication Sector: <https://www.unesco.org/en/communication-information>
* The UNESCO Kingston Office website provides an overview of the priorities and programmes being addressed in the Caribbean: <https://en.unesco.org/fieldoffice/kingston>
* 41 C/5 UNESCO Programme and Budget (Please refer to the sections on Progamme V – Communication and Information): <https://unesdoc.unesco.org/ark:/48223/pf0000380868>

### 41 C/4 UNESCO Medium-Term Strategy for 2022-2029: <https://unesdoc.unesco.org/ark:/48223/pf0000378083>

* UNESCO and SIDS: <https://en.unesco.org/sids>