



## UNESCO Trainees Programme

### JOB DESCRIPTION

#### 1. GENERAL INFORMATION

**Title:** Trainee on International Relations / Communication / UNESCO at the UN

**Sector:** External Relations/ Information/UNESCO Strategic Planning

**Duty station:** New York, USA

**Director/Head of the office:** Marie-Paule Roudil

**Trainee supervisor:** Marie-Paule Roudil, DIR/NYO – mp.roudil@unesco.org

#### 2. DESCRIPTION

**Duration:** 12 months

**Description of tasks:**

- Assist in reporting on items of the UN General Assembly relevant to UNESCO's mandate, including on Agenda 2030; assist in reporting on UN discussions in the area of post conflict and post disaster situations as well as peace and security issues relevant to UNESCO's mandate
- Help in organizing relevant upcoming events at the UN or/in organizing relevant cooperation with the private sector
- Provide documentation, research and analysis on UNESCO issues and assist in the organization of the documentation for the Office
- Assist in the communication of the NY Office including in the organization of the UNESCO kiosk at the Visitors center at the United Nations,
- Prepare technical briefings and reports on meetings attended by the Director or/and programme specialists
- Assist in the updating of the website of the Office and in liaising with DPI at the UN
- Carry out any other duty considered relevant to the experience he/she needs to acquire

**Learning objectives:**

*After the assignment, the trainee will have:*

- Acquired an in-depth knowledge of programmes related to UNESCO's areas of competence and knowledge of the UN systems
- Learnt how to deal with diverse stakeholders at the United Nations;
- Gained solid working knowledge of the operations of an intergovernmental organization;
- Strengthened his/her analytical, communication, negotiation and interpersonal skills,



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### 3. QUALIFICATIONS AND EXPERIENCE OF THE CANDIDATE REQUIRED

#### Academic qualifications (including knowledge of specific subject areas):

MA in one of the following areas: political studies, international relations, cultural studies or related fields

#### Work experience (if needed):

Previous working experience in a multicultural environment will be considered as asset.

#### Language requirements:

Excellent knowledge of English language; writing and speaking (the trainee must be really fluent in English; Knowledge of French is an asset

#### Core Competencies:

- *Teamwork: "Ability to maintain effective working relations within a multi-cultural setting and to work effectively in team environment" etc.*
- *Communication: "Ability to speak and write clearly and effectively" etc.*
- *Planning and organizing: "Ability to develop clear goals that are consistent with agreed strategies" etc.*
- *Commitment to Continuous Learning: "Ability to keep abreast of new developments in own occupation/profession" etc.*
- *Respect for Diversity: "Works effectively with people with diverse backgrounds" etc.*

#### Other skills:

- *Capacity to be multi-task and proactive;*
- *Able to work under tight deadlines;*
- *Excellent IT skills to carry out the work.*

#### Further remarks (if needed):