



UNESCO Trainees Programme

JOB DESCRIPTION

1. GENERAL INFORMATION

Title: Trainee on Culture Conventions Communication

Division: Conventions Common Services Unit, Culture Sector (CLT/CCS)

Location: Paris, France

Trainee supervisor: [Vesna](#) Vujicic-Lugassy (v.vujicic@unesco.org)

2. DESCRIPTION

Duration: 12 months

Description of tasks:

Under the supervision of the Chief of CLT/CCS and the responsible Programme Specialist, the trainee will be responsible for the following duties:

1. Assist in raising awareness among the public at large concerning UNESCO's activities in relation to the six Culture Conventions;
2. Assist in the preparation of multimedia promotional material for the six Culture Conventions and their dissemination as online and/or printed material;
3. Assist in the updating and designing of the webpage of the Culture Conventions;
4. Assist in the drafting, editing, preparation and dissemination of Culture Conventions' publications;
5. Assist in any other task requested by the supervisor.

Learning objectives:

After the assignment the trainee will have:

- Acquired an in-depth knowledge of communication about the six Culture Conventions;
- Learnt how to deal with diverse stakeholders, including Government officials, civil society, media, private sector partners, etc;
- 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):

- Advanced university Degree (preferably M.A) in relevant majors

Work experience (if needed):

- Relevant experience in an international organization would be an asset

Language requirements:

- Excellent knowledge of English; good working knowledge of the other would be 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:

- Knowledge in web content design and management and in social media
- Good analytical skills.
- Ability to quickly learn and adopt new technologies.
- Good communication skills.
- Ability to work under pressure.
- Good organizational skills.