



UNESCO Trainees Programme

JOB DESCRIPTION

1. GENERAL INFORMATION

Title: Trainee on External Relations and Public Information (ERI)

Division: Desk for Asia and Pacific and Protocol Unit, ERI Sector

Location: Paris, France

Trainee supervisors: Andrei Chevelev (a.chevelev@unesco.org);

Michel Toto (m.toto@unesco.org)

2. DESCRIPTION

Duration: 6-12 months

Description of tasks:

The trainee will:

- Assist the Coordinator in the preparation of correspondence, briefings, documents and in the organization of meetings relating to the Sub-region
- Follow up the cooperation inscribed in agreements between UNESCO Member States of the Sub-region
- Prepare reports and summaries of meetings
- Additional activities that may be required to ensure the success of the work team

As part of activities related to the Protocol:

- Assist in the preparation of all aspects concerning visits of Dignitaries to UNESCO
- Participate in the improvement of the communication plan of Protocol Unit

Learning objectives:

- To understand how works the mechanism of cooperation between UNESCO and Member States, and the traditional and important role played by Member States in the fulfillment of UNESCO's mission



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3. QUALIFICATIONS AND EXPERIENCE OF THE CANDIDATE REQUIRED

Academic qualifications (including knowledge of specific subject areas):

- Advanced university degree in relevant majors, such as international relations

Work experience (if needed):

- Relevant work or internship experience in external relations is considered as an asset

Language requirements:

- Good writing skills both in English and French; good working knowledge of other UN official language 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:

- Good analytical skills.
- Ability to quickly learn and adopt new technologies.
- Good sense of responsibility.
- Ability to work under pressure.
- Good organizational skills.