**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**GENERAL INFORMATION**

**Duration:** 12 months

**Location:** UNESCO HQ, 7 Place de Fontenoy - 75007 Paris

**Organizational Unit**: Protocol, Privileges and Diplomatic immunities, PAX

**Supervisor (name, title):** Ricardo de GUIMARAES PINTO, Chief of Protocol a.i.

**DESCRIPTION OF THE TRAINEESHIP**

*Assist in the ceremonial preparation of all aspects relative to official visits to UNESCO of High-Level Officials and Dignitaries, such as Presidents, Prime and Foreign Ministers and line Ministers (preparing scenarii, meeting rooms, receiving guests, etc); assist in drafting Verbal Notes and constituting official diplomatic documents and dossiers destined to the French Ministry of Foreign Affairs and French Consulates; assist in maintaining records, archives and the Protocol data base; assist in updating lists and records of Permanent Delegations of UNESCO Member States (CRM, Excel, Web, etc.)*

**REQUIRED QUALIFICATIONS**

**Education:** Master’s Degree (MII)

**Subjects:** Humanities and Social Sciences in general, possibly International Relations, Political Sciences, or International Law more specifically.

**Language skills:** French (Mandatory) and English

**Competencies and skills:** Excellent conversation and writing skills (French, preferably also English), knowledge of United Nations system and multilateral diplomacy, ability to work in a team and to follow guidelines and procedures

**LEARNING OBJECTIVES**

Understand intricacies of diplomacy at the multilateral level, and how it is administered at the personal level. Experience working in a truly multicultural environment whilst learning to use diplomatic language and maneuvering the international relations dynamics that flow through the cooperation between Member States and UNESCO as an intergovernmental Organization. And ultimately learning about how UNESCO fulfills its mandate to construct peace in the minds of women and men through international cooperation on education, the sciences and culture.

**ADDITIONAL INFORMATION**

Candidates would be expected to upkeep a good physical presentation (dress nicely), be able to maintain diplomatic conversation (being respectful and attentive).