

## UNESCO Sponsored Traineeship Programme



### Terms of Reference

#### GENERAL INFORMATION

**Duration:** 6 months

**Location:** UNESCO Liaison Office in New York

**Organizational Unit:** NYO

**Supervisor (name, title):** Estelle Zadra, Liaison Officer

#### DESCRIPTION OF THE TRAINEESHIP

The incumbent works under the overall authority of the Director and the direct supervision of the Liaison Officer

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 United Nations Security Council regarding peace and security issues relevant to UNESCO's mandate, as well as the work of the Economic and Social Council (ECOSOC) and its subsidiary bodies

Support the promotion of UNESCO's activities and programmes, in particular those related to the implementation of the SDGs, at the UN Headquarters

Support the liaison with the other UN Funds, Programmes, Agencies as well as Permanent Missions of the member states

Help in organizing special events at the UN or/in fostering relevant cooperation with the academia, civil society and private sector

Provide documentation, research and analysis on UNESCO issues and assist in the organization of the documentation for the Office

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 UN Department of Global Information; draft articles, and prepare visuals.

Carry out any other duty considered relevant to the experience he/she needs to acquire and that may be required for the success of the work team.

#### REQUIRED QUALIFICATIONS

**Education:** Advanced University degree, MA equivalent

**Subjects:** Political Science, International Affairs, Human Rights and Freedom of expression, Law or other relevant field

**Language skills:** Excellent knowledge of English language; knowledge of French is an asset



**Competencies and skills:** Excellent writing, analytical and synthesis skills. Strong communication skills. Proven ability to think strategically and rapidly analyze diverse information from varied sources, with experience conveying complex ideas in a clear, direct and lively, style.

#### LEARNING OBJECTIVES

*The trainee should have acquired an in-depth knowledge of UNESCO's areas of competences and knowledge of the UN system.*

*Learnt how to interact 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 in a multicultural environment.*

#### ADDITIONAL INFORMATION

This roles and functions of the UNESCO New York Liaison office is set up by the Director-General's Ivory Note of 7 December 2011, categorizing the Office's main areas of work by:

- I. Institutional Representation plus Advocacy and Outreach;
- II. Information analysis and brokering/interface;
- III. Developing and Building Partnerships, plus Organizing visits of the Director-General as well as UNESCO ADGs.

UNESCO New York Office website: <http://www.unesco.org/new/en/unesco-liaison-office-in-new-york>