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**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**GENERAL INFORMATION**

**Duration:** 12 months

**Location:** Kathmandu, Nepal

**Organizational Unit**: Communication and Information (CI) Unit

**Supervisor (name, title):** Nirjana Sharma, Programme Officer

**DESCRIPTION OF THE TRAINEESHIP**

**Content Development:**

* Draft concept papers, programme agenda, reports, press release, talking points, and presentations to support CI activities.
* Assist in crafting communication materials and messages aligned with CI goals for the dissemination through UNESCO’s multi-platforms.
* Utilize digital tools to effectively design CI contents.

**Partnership and Stakeholder Engagement:**

* Foster relationships and facilitate communication with key actors Delegation of China in Nepal in the CI and other domain as instructed by the Office.
* Assist to identify and engage potential private sectors and universities for expanding UNESCO’s partnership, reach and impact.

**Programmatic Support:**

* Contribute to the implementation of UNESCO CI programmes by crafting innovative ideas for generating interests of youth.
* Work collaboratively with various UNESCO sectors.

**Event Management and Logistics:**

* Provide logistical and administrative support for CI events and workshops organized by UNESCO.
* Contribute to the smooth running of events by assisting with participant management, resource materials, and communication needs.

**REQUIRED QUALIFICATIONS**

* **Education:** Bachelor’s degree in mass communication, journalism, digital media study, media development and ICT or related field.
* **Subjects:** Good knowledge of UNESCO’s role on promoting freedom of expression, media development, digital media information and literacy, artificial intelligence, and access to information.
* **Language skills:** Excellent command of English.
* **Competencies and skills:** Good understanding of the emerging landscape of mass media, digital transformation, use of AI, and ability to work with the multi stakeholder.

**LEARNING OBJECTIVES**

**Communications & Collaboration:** Enhanced ability to express and execute ideas effectively, with a focus on building partnerships and fostering engagement with specialization in:

1. Partnership and Stakeholder Engagement
2. Proposal Development
3. Planning and Organizing
4. Problem Solving

**ADDITIONAL INFORMATION**

UNESCO Kathmandu website: <https://www.unesco.org/en/fieldoffice/kathmandu>