****

**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**(Communication and Information)**

**GENERAL INFORMATION**

**Duration: 12 months**

**Location: Kingston, Jamaica**

**Organizational Unit**: UNESCO Cluster Office for the Caribbean, Communication and Information Sector.

**Supervisor (name, title):** Isabel Viera Bermúdez, Adviser for Communication and Information

**DESCRIPTION OF THE TRAINEESHIP**

The [UNESCO Cluster Office for the Caribbean](http://www.unesco.org/new/en/kingston/home) fits within UNESCO’s decentralized field structure in Latin American and the Caribbean region and serves 20 countries and territories in the English and Dutch-speaking Caribbean. The Communication and Information Programme stated priority areas are aligned with UNESCO’s sub-regional strategy, dubbed the [Special Initiative for the Caribbean (SPIC)](http://www.unesco.org/new/fileadmin/MULTIMEDIA/FIELD/Kingston/pdf/UNESCO_SPIC_.pdf), with the two overarching priorities Youth development and climate change and UNESCO’s Small Island Developing States Action Plan. Small Island Developing States have been identified as being on the frontline of climate change and are a priority group for UNESCO’s engagement.

Under the overall authority of the Director for the UNESCO Cluster Office for the Caribbean and under the supervision of the Adviser for Communication and Information the trainee will assist in the implementation of Major Programme V, Communication and Information, in particular promoting an enabling environment for freedom of expression, press freedom and journalistic safety, facilitating pluralism and participation in media, right to access to information and supporting sustainable and independent media institutions in Small Island Developing States.

Specifically, the trainee will:

* Assist in the preparation, organization and resource mobilization for UNESCO’s flagship awareness-raising activities, namely the World Radio Day (13 February), World Press Freedom Day (3 May), International Day for the Universal Access to Information (28 September), the International Day to End Impunity for Crimes against Journalists (2 November) to ensure visibility across the Cluster countries.
* Assist in developing advocacy material targeted towards media workers and journalists addressing the shared challenges of Small Island Developing States.
* Assist in the planning and organization of the follow-up activities of the Caribbean Forum ‘Artificial Intelligence: Opportunities to Accelerate Human Progress for Sustainable Development’
* Assist in developing a toolkit for Caribbean National Commissions for UNESCO to enhance media and information literacy in Caribbean states to empower the youth to understand and become meaningful users and producers of information and media.
* Assist in drafting of research papers, speeches, briefing notes, news items related to the above.
* Assist in the development of concept notes and project proposals in line with programme priorities to apply for external funding
* Assist in the development of communication and advocacy instruments and materials for creating visibility of the programme and organize awareness-raising campaigns, including briefing materials and press releases.
* Report on the progress of activities on a regular basis.

**REQUIRED QUALIFICATIONS**

**Education:** Minimum Bachelor’s degree; Master degree is an asset

**Subjects:** Social or political sciences, international relations, communications, marketing, journalism or related subjects.

**Language skills:** Excellent level of written and spoken English. Knowledge of Dutch or Spanish is an asset.

**Competencies and skills:**

* Excellent communication and drafting skills
* Ability to meet deadlines and willingness to take additional responsibilities
* Team spirit and ability to work in a multi-cultural team environment
* Skills in resource mobilization are an asset

**LEARNING OBJECTIVES**

* Learn how a specialized UN agency carries out its mandate in the field of communication and information
* Get an in-depth insight into the
* Learn technical skills to draft research proposals, edit research publications, write policy briefs, and prepare presentations on research findings;
* Develop good relationships with partners, donors and advocacy skills with national authorities.

**ADDITIONAL INFORMATION**