

# Sponsored traineeship programme of UNESCO

# Terms of Reference

**GENERAL INFORMATION**

**Duration ::** One (01) to two (02) years, preferably two (02) years.

**LieuPlace ::** Apia, Samoa (the Independent State of)

**UnitéUnit**: *division, section, unité* (*division, section, unit*) **:** UNESCO Office for the Pacific States (FU/API)

**Superviseur (nom, titre)Supervisor** (Name, Title)  **::** Nisha, Director of Office and UNESCO Representative to the Pacific States

**DESCRIPTION of the Sponsorship Programme**

**Background:**

UNESCO is seeking to recruit a trainee to assist its Office for the Pacific States. The Office supports the UNESCO Members States in the Pacific to build their human and institutional capacities in the fields of Communication and Information, Culture, Education, Natural Sciences, and Social and Human Sciences. This work is coordinated with the National Commissions for UNESCO and in cooperation with the UNESCO Regional Bureaux, other UN Agencies, regional organizations for the Pacific, educational institutions and civil society. The Office will be looking at entry-points for partnership with the private sector too. This post is located in the Director’s Office of FU/API. For more, visit: [Website](http://www.unesco.org/new/en/apia/home), [Facebook](https://www.facebook.com/UNESCOPacific/), [Twitter](https://twitter.com/UNESCO_Pacific).

*Purpose:* The trainee is required to support the UNESCO’s work and learn from the experiences related to the web and social media communications, donor relationship building, promotion of the Office’s work in the region. The trainee would be the Office’s focal point for United Nations Country Team’s Communication Group.

*Supervision:* The trainee will be supervised by the Director of the Office or a senior specialist and supported by through a range of practices, including:

* Through discussions, regular meetings and feedback in line with the planned performance outcomes and activities that will be established soon upon joining the Office;
* Including the trainee in the Office’s Programme and Admin and Finance meetings, held once a month and other programmatic cooperation and collaboration working sessions;
* Holding a performance discussion close to the end of year and giving the trainee an opportunity to present their technical report of achievement in UNESCO in the UNESCO via the UNESCOMMUNITY.

**Specific Tasks:**

The incumbent will be primarily engaged in supporting the implementation of activities related to Office Communication, development of a proposal concerning ICTs, IT, AI and support office communication strategy, and communication. Subject to the skills and competencies match, s/he will specifically be working to:

1. *Development of a communication and visibility plan and implementation of the plan for the Office:*

* Assist in development of a communication and visibility plan and its implementation.
* Create audio-video outputs tailored to give visibility to UNESCO actions in the UN Joint Programmes and to the donors.
* Adapt audio-video and outputs to be accessible for the persons with disabilities
* Support learning management system management in the lifelong learning lab.
* Conduct a feasibility study for setting up a crowd-funding platform for the lifelong learning lab.
* Support the Director in advocacy, external relations and public outreach by establishing and maintain relationships with other UN agencies, government, media, civil society organizations and academia.
* Supports integration of advocacy and communication strategies into all concept notes and proposals and report on their implementation.
* Ensure corporate standards compliance on all the communications.

1. *Promotion of visibility of the Office’s work achievements:*

* Assist in the outreach messaging and develop communication products to better contribute to awareness about the Office’s work and UNESCO’s mandate and achievements regionally, ensuring content is approved by the programme staff concerned and the director.
* Keep partners, as well as the public, well informed of the Office’s projects and activities, success stories, and results.
* Conduct analysis and prepare infographics.
* Support World Days proclaimed by the UNESCO and UN International Days related to its fields of competence with special emphasis on those, which are directly relevant to the Pacific.
* Run online events (social media and website-based) on ICT and SDGs.
* Support preparation of a Quarterly Newsletter of the Office focusing on making it interactive and design other publications of the office, including research reports, briefs and brochures, banners, etc.
* Keep the website, intranet and social media handles of the Office well-functioning and updated.

**Required Qualifications**

**Education ::** Master’s degree or equivalent.

**DisciplinesDisciplines ::** Mass Communication, Information Communication Technology (ICT), Information Technology (IT), Artificial Intelligence (AI), or economics, social sciences with some software / programmer / developer / designer.

**Compétences linguistiquesLanguage skills ::** English

**Compétences et aptitudesCompetencies and skills:** **:** The following qualifications are required:

*Skills and Competencies:*

* Proven strong academic record of accomplishment.
* Knowledge and understanding of ICT, IT and AI.
* Experience gathering and consolidating data and research for practical implementation,
* Excellent communication skills – written, oral and comprehension - in English language.
* High level of computer literacy, including of the office applications and designing skills.
* Experience in managing and updating website content and design.
* Some previous work experience in statistical analysis and infographics is advantageous.
* Proven analytical and report writing skills are advantageous.

*Behavioral Competencies:*

* Highly organized and self-motivated towards organizing and structuring various tasks and responsibilities;
* Creativity, flexibility and ability to work within deadlines;
* Maturity, initiative, tact and high sense of responsibility;
* Cultural-, gender-, religion-, race-, nationality- and age-sensitivity and adaptability;
* Positive approach to feedback and differing points of view ;
* Energetic and a positive, constructive attitude towards work ;
* Demonstrated ability to work in a team.

Preference will be for a minimum of two years of relevant work experience in the field of communications at the national or international level.

**Learning Objectives**

The traineeship will provide an opportunity for selected candidate to:

* build practical skills and develop experience working in an international organization;
* gain exposure to the international development effort;
* develop an understanding of UNESCO’s development priorities and challenges;
* understand United Nations related communication and collaboration processes;
* develop specific skills in project, activity and event planning and development;
* meet a range of United Nations Organizations and understand their work; and
* gain experience that is useful to live and work in isolated locations.

This, in turn, would enrich UNESCO with trainees’ unique inputs and perspectives. The experience will also help the office improve its support to the trainees.

**Additional Information**

No travel on official duty is foreseen for the trainee.

Trainee would have leave as per the office procedures for the trainees.

Apia and surrounding villages where the trainee may choose to leave are safe. However, precaution and compliance with the UN Safety and Security rules, procedures and guidelines are to be maintained at all times.

Cost of living in Samoa is high. Trainees and volunteers are expected to live in manner that is similar to that of ordinary Samoan and are advised to manage money wisely.

Mobile phone and internet connectivity work well in most parts of the country.

Trainees and volunteers are placed in a low cost guest house when they arrive after which they could choose a place they want to live in. Places available on rent are generally furnished with basic furniture. Trainees and volunteers normally live and it is advisable to live in a shared house or guesthouse in a place closer to UNESCO staff members or not far from the office.

Food in Samoa consists primarily of taro, breadfruit, yams, potatoes, rice, canned corn beef, fish, chicken soup, taro leaves, some fresh vegetables, and beef. Typical fruits are papayas, bananas, coconuts, mangoes, and pineapples. Fresh vegetables and fruits, especially, imported ones are expensive products. Most trainees and volunteers cook their own meals.

Buses are the common means of transport, have reasonably priced fares, and run frequently from 6:00 to 18:00 hours. Buses to rural villages are often crowded and generally uncomfortable but usually reliable. Taxis are easily available.

Social life of most Samoans revolves around the the church, and the household. Village life is generally relaxed. Trainees and volunteers tend to mix easily with their local counterparts as well as develop their own to-do weekend and holiday lists.

Samoa is not formal about dressing but inappropriate casual wear and behaviour would affect how trainees and volunteers are received. So it is advised that the trainees and volunteers wear shirt or t-shirt, lava lava (a wraparound skirt for men), minimum knee-length shorts, short-sleeved shirts or tops, mid-length or long skirt / dresses, etc.