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**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**GENERAL INFORMATION**

**Duration: 1 year**

**Location: Ciudad de México, Mexico**

**Organizational Unit**: CI, Mexico Office

**Supervisor (name, title): Gabriela Velázquez, Programme Coordinator**

**DESCRIPTION OF THE TRAINEESHIP**

The Communication and Information Sector has a double duty: on one hand, to develop, implement and promote projects and programs related to the Sector in mater of Freedom of expression, media development and plurality, promote knowledge societies, ICT’s for development, preservation of documentary heritage. On the other hand, it is in charge of the public information sector, that is promote the work of the UNESCO Office’s sectors trough the different platforms available, to maintain and enhance relationship with the media, and to enhance awareness and of UNESCO’s mandate and work in Mexico and in the world.

**Duties and Responsibilities:**

* Assist in research and writing reports, papers, news stories, correspondence and other documents related to activities related to the CI Sector’s work.
* Assist in organizing both the digital and analog files of the sector.
* Assist to publish contents in the different platforms of the Office (website, social media accounts, etc.).
* Assist to complete different logistic and administrative tasks of the Sector.

**REQUIRED QUALIFICATIONS**

**Education:** An advanced university degree (equivalent to Master). A first level university degree in combination with 2 additional years of relevant professional experience might be accepted in lieu of the advanced university degree.

**Subjects:** Communication Sciences, International Relations, Journalism and/or Political Sciences

**Language skills:** fluent in English and Spanish written and spoken

**Competencies and skills:**

* Research and analysis abilities.
* Strong writing abilities to create different pieces of content such as reports, project proposal, concept notes and information pieces.
* Knowledge of the social media and media ecosystem dynamics, is an asset.
* Ability to produce multi- media content for social media (videos, pictures) is an asset.

**LEARNING OBJECTIVES**

Wide knowledge and familiarization with UNESCO’s mandate, objectives, main lines of action within the CI Sector

Knowledge of the operation of the public information area of the Office

Knowledge of the Mexican reality.

**ADDITIONAL INFORMATION**

https://en.unesco.org/fieldoffice/mexico