**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**Trainee: Diversity of Cultural Expressions Entity, Programmes and Stakeholder Outreach, Culture Sector**

**GENERAL INFORMATION**

**Duration:** 12 months

**Location:** UNESCO Headquarters, Paris, France

**Organizational Unit**: Culture Sector, Diversity of Cultural Expressions Entity, Programmes and Stakeholder Outreach Unit

**Supervisor (name, title):** Mr Toussaint Tiendrebeogo, Head of the Programmes & Stakeholder Outreach Unit

**DESCRIPTION OF THE TRAINEESHIP**

Under the direct supervision of the Head of the Programmes & Stakeholder Outreach Unit, the sponsored trainee shall:

* Assist the Unit in the implementation of its activities.
* Contribute to the monitoring of the implementation of projects financed by the International Fund for Cultural Diversity (IFCD) and the programme "You are Next".
* Collect information on projects funded by the IFCD and the programme "You are Next".
* Contribute to the development of communication tools (articles, files, statistics, etc.) for the web page of the 2005 Convention on the Protection and Promotion of the Diversity of Cultural Expressions by conducting interviews with project beneficiaries.

**REQUIRED QUALIFICATIONS**

**Education:** Master in Communication and/or Master in International Relations would be an asset.

**Subjects:** Creative industries (cinema, book, music, visual arts, etc.).

**Language skills:** Excellent level of English and/or French. Spanish would be an asset.

**Competencies and skills:** Ability to work in a multicultural team and to work within tight deadlines. Excellent writing skills, a good knowledge of social networks, and proficiency with various design tools (InDesign, Photoshop, etc.) would be an asset.

**LEARNING OBJECTIVES**

1. Learn to work in a multicultural environment and within tight deadlines.
2. Learn about UNESCO’s mandate and programmes, in particular the activities carried out by the Secretariat for the Convention on the Protection and Promotion of the Diversity of Cultural Expressions in developing countries.

**ADDITIONAL INFORMATION**