**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**GENERAL INFORMATION**

**Duration:** 12 months

**Organizational Unit**: Communication and Information Sector, UNESCO Dar es Salaam Office

**Location:** Dar es Salaam, United Republic of Tanzania

**Supervisor (name, title):** Ms Nancy ANGULO, National Programme Officer – Head of Communication and Information Sector

**DESCRIPTION OF THE TRAINEESHIP**

Under the overall authority of the Head of Office and Country Representative, and the direct supervision of Head of Communication and Information Sector, the trainee will provide sector-wide support on the sector’s regular programmes in freedom of expression and safety of journalists; media development; media and information literacy; documentary heritage - memory of the world; AI and digital transformation. In this regard, the trainee will support in the development and implementation of programme activities and the Sector’s day-to-day operations, in particular:

* Assist in the preparation, organization and resource mobilization for UNESCO’s flagship awareness-raising activities lead by CI Sector, 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 the Sector’s mandates in both Tanzania Mainland and Zanzibar.
* 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.
* Assist in the publishing contents on the Office’s different platforms (website, social media accounts, etc.) through drafting articles and preparing visuals.
* Contribute to the CI programme’s visibility (e.g. preparation of news articles and web stories, Facebook posts, audiovisual elements etc.) and reporting.
* Support the expansion and maintenance of the CI Database (partners, calendars of events, key partners, and contacts, calls for project proposals etc.).
* Assist in different logistic and administrative tasks of the Sector.
* Perform any other tasks, as needed.

**REQUIRED QUALIFICATIONS**

**Education:** An advanced university degree (equivalent to Master).

**Subjects:** Communication Science, International Relations, Journalism, Political Sciences, Social and Human Sciences, or related subjects.

**Language skills:** Excellent knowledge of English; Knowledge of another UN official language and Swahili is an asset.

**Competencies and skills:**

* Excellent drafting capacity (reports, awareness raising and communication elements, etc.)
* Excellent interpersonal skills
* Excellent organizational, planning and project management skills.
* Excellent (oral and written) communication skills, including: 1) ability to draft and produce a variety of documents in a clear and concise manner; and 2) ability to give oral presentations to different audiences.
* Familiarity with excel and word and other presentation tools.
* Ability to work effectively in a team and to maintain good working relations within a multi-cultural environment.

**LEARNING OBJECTIVES**

The trainee will gain knowledge and experience through working on intersectoral collaboration on project development and implementation, and through involving in inter-agency activities within the UN Delivering as One framework working with colleagues/staff from other UN agencies. Learning opportunities include:

* Better understanding of UNESCO’s work, mandate and interventions through the work led by the Communication and Information Sector and collaboration with other Sectors.
* Working with governments, UN Agencies, private sector, academia, civil society organizations and development partners related to the advancement of peace and the United Nations’ 2030 Agenda for Sustainable Development.
* Practical skills for programme management including, strategic planning, project development, budgeting, implementation, monitoring and evaluation, reporting and communications using a Results Based management approach.
* Enhancement of work abilities in the UN environment, notably from the field perspective.

**ADDITIONAL INFORMATION**

Established in 1974, UNESCO Dar es Salaam is a National Office in the East African Region that works in collaboration with the Government, Civil Society, Private Sector and development partners within the UN Delivering as One framework with other UN Agencies to develop and strengthen policies and programmes with the aim to further the building of peace, poverty eradication, sustainable development and intercultural dialogue through education, sciences, culture, communication and information.

For more information about UNESCO Dar es Salaam Office, please visit:

<https://www.unesco.org/en/fieldoffice/daressalaam>