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**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**GENERAL INFORMATION**

**Duration:** 12 months

**Location:** Paris, France

**Organizational Unit**: Division for Communication and Public Engagement

**Supervisor (name, title):** CHEN Xiaorong, The Courier, Section Editor

**DESCRIPTION OF THE TRAINEESHIP**

* Assist selecting, editing and publishing articles, pictures, videos via the new media;
* Review existing articles and assist with the translation and page layout online for WeChat;
* Develop functions of WeChat and facilitate the readership to the magazine;
* Participate in any other task that is useful for the team’s work, in relation to the intern’s background.

**REQUIRED QUALIFICATIONS**

**Education:** Master’s degree (or equivalent) in Media, communication, journalism or related fields.

**Language skills:** English, Chinese (Knowledge of French is desirable)

**Competencies and skills:**

* Journalism and communication editing.
* Experience of social media; media of working with WeChat account would be an added value.
* Excellent writing skills in Chinese and English (French would be a plus).
* Strong sense of team cooperation spirit.
* Strong interpersonal skills and thrive in a multicultural environment.

**LEARNING OBJECTIVES**

* Get a better understanding of the Organization’s mission and mandate.
* Improve editing skills, increase knowledge and experience with new media (especially WeChat).
* Build up interpersonal skills in a multicultural environment.
* Cultivate strong sense of team cooperation spirit.

**ADDITIONAL INFORMATION**

**Introduction of the Courier:**

Launched in 1948, The UNESCO Courier is the flagship magazine published by the [United Nations Educational, Scientific and Cultural Organization (UNESCO)](https://en.wikipedia.org/wiki/UNESCO). Its mission is to promote UNESCO’s ideals, maintain a platform for the dialogue between cultures and provide a forum for international debate. Available online since March 2006, the UNESCO Courier serves readers around the world in the six official languages of the Organization (Arabic, Chinese, English, French, Russian and Spanish), and also in Portuguese, Esperanto and Sardinian. A limited number of issues are also produced in print. The reappearance of this historic journal in 2017, through the generous support of the People’s Republic of China, is much more than the resumption of an editorial endeavour: it is a valuable opportunity to renew our commitment to the Courier’s founding values.