



UNESCO Trainees Programme

JOB DESCRIPTION

1. GENERAL INFORMATION

Title: Trainee for International Institute for Educational Planning

Sector: Communication/Research and Development Teams

Location: Paris, France

Trainee supervisor: Estelle Zadra, Head of Information Services

2. DESCRIPTION

Duration: 12 months

Description of tasks:

The trainee will have the opportunity to support the communication of the International Institute for Educational Planning (IIEP-UNESCO). The trainee will:

- Participate in the development of communication materials;
- Support the implementation of the communication strategy;
- Draft texts for a variety of audiences;
- Participate in the management of the editorial and graphic content of the IIEP's web sites;
- Assist in the development of content on ETICO information platform, which gathers a wide range of references, link, and events.

Learning objectives:

- Institutional communication
- Implementation of communication strategy
- Communication for development

3. QUALIFICATIONS AND EXPERIENCE OF THE CANDIDATE REQUIRED

Academic qualifications (including knowledge of specific subject areas):

- Advanced University degree in Communication, Public Administration, Education or other relevant majors

Work experience (if needed):

- Relevant internship or work experience will be considered an asset

Language requirements:

- Excellent knowledge of English, excellent writing skills in English
- Other UN official languages are considered an asset.



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Computer literacy:

- Excellent IT skills specifically in Microsoft Word and Excel, good knowledge of web tools
 - Knowledge of DTP software an asset (Adobe suite)
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Other skills:

- Strong communication skills and writing skills. Proven ability to think strategically and rapidly analyze diverse information from varied sources, with experience conveying complex ideas in a clear, direct and lively, style.
 - Good analytical, synthesis and writing skills.
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Other Remarks:

IIEP is the only institute in the world providing a combination of training in educational planning, cutting edge research and in-country capacity development for educational bodies. All three components build on each other and are core components for making fundamental changes when building better education systems around the world.
