UNESCO Communication and Information Volunteer Programme

Terms of Reference

GENERAL INFORMATION

Duration: 6 months
Location: Nairobi, Kenya
Organizational Unit: Communication and Information (CI) Unit
Supervisor (name, title): Misako Ito, Regional Adviser for Communication and Information

DESCRIPTION OF THE TRAINEESHIP

Under the authority of the Director of UNESCO Nairobi Office and the direct supervision of the Regional Adviser for Communication and Information, the volunteer shall perform the following work assignments:

1. Assist in the design, implementation and reporting of UNESCO Nairobi CI programme in Eastern, particularly the projects related to Memory of the World, linguistic diversity and Artificial Intelligence
2. Assist the CI Unit in organizing meetings and workshops
3. Assist the CI Unit in reviewing and editing reports and studies for publication
4. Support the design and preparation of projects for submission to the donors
5. Support the public information work of the CI Unit by drafting press releases and feature articles for the media and for UNESCO Nairobi newsletter and website
6. Help design and implement public information campaigns and events for special UN days celebrated by CI
7. Collect and keep up-to-date relevant country situation and background information relating to the CI programme in the countries covered by the Office
8. Undertake other tasks as and when assigned by the supervisor

REQUIRED QUALIFICATIONS

Education: University Degree, preferably Master’s Degree
Subjects: Communication, Information and Library Science, Journalism/Media studies, Information and knowledge Management, ICTs or Computer Science
Language skills: Excellent command of English in both writing and speaking. Good command of French is desirable.

Competencies and skills:
- Ability to work in a team in a multicultural setting
- Excellent communication skills
- Good organizational skills
- Ability to work independently on delegated tasks and to be proactive
- Good research and analytical skills
- Commitment to continuous learning, ability to keep abreast of new developments in own occupation
- Ability to quickly learn and adopt new technologies

**LEARNING OBJECTIVES**

The volunteer will fully participate in the lifespan of CI Unit in UNESCO’s Regional Office for Eastern Africa, and will be given the possibility to put in practice the skills and the knowledge he/she has acquired in studies and previous assignments. The volunteer will be immersed in the design and implementation of the projects in UNESCO field office in line with the global strategy and programme designed by the CI sector at Headquarters. He/she will work in collaboration with UNESCO Nairobi staff, including from other sectors as well as UNESCO team at Headquarters. The volunteer will be given also the possibility to work autonomously to different degrees and progressively, in conducting some of the projects’ tasks.

Upon the completion of the assignment, the volunteer will have:
- Acquired knowledge about UNESCO’s mandate in communication and information and its contribution to the achievement of Sustainable Development Goals, particularly the Goal 16;
- Acquire knowledge on the implementation and operations of UNESCO’s strategy and programme as well as priorities Africa and Gender Equality in a regional office;
- Understand the role and mission of an intergovernmental organization working in the area of communication and information in the region;
- Strengthen analytical, organizational, communication and interpersonal skills.

**HOW TO APPLY**

All interested and qualified candidates are invited to submit:
- A cover letter indicating how your qualifications and experience make you suitable for the assignment (maximum one page)
- A full resume stating details of educational qualifications, working experience, telephone number, references and email address

By email to: m.ito@unesco.org

**ADDITIONAL INFORMATION**

As the United Nations agency with a specific mandate to promote “the free flow of ideas by word and image” and to “maintain, increase and diffuse knowledge”, UNESCO implements a specific programme on Communication and Information (CI) since 1990. In Nairobi Office, the CI programme is designed to foster freedom of expression, support media development,
including the participation of women and youth in the media, and to protect and promote linguistic diversity and documentary heritage in the region. UNESCO Nairobi acts as the focal point to the Regional Memory of the World Committee for Africa (ARCMOW). The CI programme of UNESCO Nairobi is an integral part of the 2030 Agenda for Sustainable Development and contributes to the achievement of all SDGs with a particular focus on SDG16.

For more information, please see the UNESCO Nairobi website https://en.unesco.org/fieldoffice/nairobi and UNESCO CI website https://www.unesco.org/en/communication-information