

Name of Agencies: UNESCO Beijing Cluster Office

JOB DESCRIPTION-INTERNSHIP

Position Information:

Duration: From April to October 2019

Reports To: Philippe Pypaert, Programme Specialist

Team: Natural Sciences

Job Description:

Under the supervision of the Programme Specialist in Natural Sciences, and with particular reference to UNESCO's participation in 2019 Beijing Horticultural Expo from May to November 2019, as well as the organization of the 2019 MAB Youth Forum, the incumbent will:

1. Assist in the facilitation of contacts with Chinese counterparts (government, non-governmental and private sector) relating to on-going and new projects undertaken and implemented by the Unit for Natural Sciences;
2. Provide administrative support as required and assist in the implementation of the regular programme activities as well as extra-budgetary projects, including assisting in managing contacts with participants, arranging travels and accommodation, visa procedures, and therefore work with the Administration Unit to ensure the efficient processing of contracts, travel documents, etc.;
3. Interpret, translate and draft official correspondence, documents and statements (Chinese and English);
4. Draft, proof-read and design public outreach materials and news items for the UNESCO Beijing Office (and wider UNESCO) websites as well as other outlets;
5. Any other tasks as assigned by the supervisor.

Recruitment Qualifications

- Currently enrolled in a graduate degree (second university degree or Master's degree or equivalent, or higher), or recently graduated within the last 12 months prior to the application;
- Excellent command of English and Mandarin Chinese (oral and written);
- Have good communication skills, including writing skills
- Have strong strategic, analytical skills

- Have good computer and IT skills and experience in using office software packages
- Be able to work effectively in a multicultural context and maintain a commitment to international public service