

**Name of Agencies: UNESCO Beijing Cluster Office**

**JOB DESCRIPTION-INTERNSHIP**

**Position Information:**

**Duration: From March to September 2019**

**Reports to: Qingyi Zeng, National Professional Officer**

**Team: Communication and Information Sector**

**Job Description:**

- Assist in the coordination and implementation of programme and project activities pertaining to the mandate and thematic areas of action of the Communication and Information Programme: Freedom of Expression and Media Development; and Building Knowledge Societies;
- Assist with drafting, translating and proofreading of project documents and reports;
- Assist in the coordination and organization of project-related events and meetings;
- Assist with designing, drafting and proofreading public outreach materials and news items for the UNESCO website and social media platforms;
- 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;
- Major in communication, media, information science, or other Communication and Information related fields;
- Excellent command of English and Mandarin Chinese (oral and written);
- Strong strategic and analytical skills;
- Good computer and IT skills and experience in using office software packages;
- Ability to work effectively in a multicultural context and maintain a commitment to international public service.