

Name of Agencies: UNESCO Beijing Cluster Office

JOB DESCRIPTION-INTERNSHIP

Position Information:

Duration: From March to September 2019

Reports to: Director, UNESCO Office in Beijing

Team: Director's Office

Job Description:

- Liaise with relevant units and staff, collect inputs from each section and post them on Wechat, Weibo and other social media outlets everyday
- Translate post content upon request
- Assist in design, produce and maintain a relevant, dynamic website for UNESCO Beijing in English and Chinese
- Assist in produce and distribute widely a UNESCO Beijing quarterly e-newsletter and an Annual Report
- Maintain UNESCO Beijing Office library/filing systems up-to-date
- Any other work as assigned by the Director.

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 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.
- Specialized training / Certification in New-Media Promotion, Advertisement and/or Public Relations is preferable