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**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**Trainee: The Courier, Section Editor**

**GENERAL INFORMATION**

**Duration:** 12 months

**Location:** Paris, France

**Organizational Unit:** DPI/ERI

**Supervisor :** Xiaorong CHEN, The Courier, Section Editor

**Introduction of the Courier:**

Launched in 1948, The UNESCO Courier is the flagship magazine published by the [United Nations Educational, Scientific and Cultural Organization (UNESCO)](https://en.wikipedia.org/wiki/UNESCO). Its mission is to promote UNESCO’s ideals, maintain a platform for the dialogue between cultures and provide a forum for international debate. Available online since March 2006, the UNESCO Courier serves readers around the world in the six official languages of the Organization (Arabic, Chinese, English, French, Russian and Spanish), and also in Portuguese, Esperanto and Sardinian. A limited number of issues are also produced in print.The reappearance of this historic journal in 2017, through the generous support of the People’s Republic of China, is much more than the resumption of an editorial endeavour: it is a valuable opportunity to renew our commitment to the Courier’s founding values.

**DESCRIPTION OF THE TRAINEESHIP**

* Finalize the layout and design of Courier WeChat account
* Assist with selecting, editing and publishing articles via new media
* Review WeChat platform database and help with the monthly report and weekly analysis
* Communicate with media partners for the promotion
* Facilitate the readership to the magazine

**REQUIRED QUALIFICATIONS**

**Education:**

* Master’s degree (or equivalent) in Media, communication, journalism or related fields.

**Language skills:**

* English and Chinese.

**Competencies and skills:**

* Journalism and communication editing.
* Experience of social media; media of working with WeChat account would be an added value.
* Excellent writing skills in Chinese and English French would be a plus).
* Strong sense of team cooperation spirit.
* Strong interpersonal skills and thrive in a multicultural environment.

**LEARNING OBJECTIVES**

1. Gain a deep understanding of UNESCO’s mission and mandate.
2. Improve editing and technical skills, increase knowledge and experience with social media.
3. Build up interpersonal skills in a multicultural environment.
4. Cultivate strong sense of team cooperation spirit.

**ADDITIONAL INFORMATION**