

**CARLO SCHMID PROGRAMME**  
**FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS**  
**PLACEMENT OFFER 2017/2018**

**Reference No.: UNESCO5, Jakarta - Communication and Information Sector**

Name of host organisation	United Nations Educational, Scientific, and Cultural Organization (UNESCO)
Internship Coordinator	Mr Ming-Kuok LIM, UNESCO Office in Jakarta
Address	UNESCO Jakarta Office Galuh II no 5, Kebayoran Baru Jakarta 12110 Indonesia
Homepage	<a href="http://www.unesco.org">www.unesco.org</a>

## Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Mr Ming-Kuok LIM
Detailed description of the internship project(s); tasks assigned	<p>Under the overall supervision of the Director for UNESCO Jakarta Office and in close consultation with the Communication and Information Sector, assist in the implement of Major Programme V, MLA 1 and 2, in particular promoting an enabling environment for freedom of expression, press freedom and journalistic safety, facilitating pluralism and participation in media, right to access to information and supporting sustainable and independent media institutions. Specifically:</p> <ul style="list-style-type: none"> <li>• Assist in implementation of activities to promote quality and professional journalism, self-regulation of the media, strengthening of access to information, through actions including, but not limited to, capacity building workshops, trainings, and seminars.</li> <li>• Assist in the implementation of the UN Plan of Action on-the Safety of Journalists and the Issue of Impunity, including supporting actions to strengthen UN mechanisms, cooperating with Member States, and raising awareness and foster safety initiatives in cooperation with other organizations and institutions, journalists, media owners, policy-makers and state institutions in a gender-sensitive approach.</li> <li>• Assist in the preparation and organization UNESCO's flagship awareness-raising activities, namely the World Radio Day (13 February), World Press Freedom Day (3 May), International Day for the Universal Access to Information (28 September), the International Day to End Impunity for Crimes against Journalists (2 November),</li> <li>• Assist in SISTER's reporting, provide technical backstopping for the successful implementation of extrabudgetary projects particularly those related to the issue of safety of journalists including the preparation of monitoring reports.</li> <li>• Contribute to resource mobilization by playing an active role in the preparation of fundraising proposals, strategy documents and project implementation reports in Jakarta Office.</li> <li>• Assist in drafting of research papers, speeches, briefing notes, news items related to the above activities</li> </ul>

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Training components and learning elements	<ul style="list-style-type: none"> <li>• Better understanding of international standards and normative instruments that promotes an enabling environment for freedom of expression, press freedom and journalistic safety.</li> <li>• Hands-on experience in managing, coordinating, and executing major event and awareness raising campaigns linked to major International Days.</li> <li>• There may be opportunities for the intern to participate in project activities and training workshops as well as in external conferences and cooperation meetings</li> </ul>
Participation in missions or training courses	Contingent on availability of fund
Additional comments	Candidates are encouraged to highlight in their application which of the "Internship-related experiences" and "Additional skills/requirements" they meet, and how.

### Required Qualifications

Academic qualification (student, B.A., M.A.)	Currently enrolled in or has completed Master's degree in related fields. Candidates who has completed at least five years of undergraduate studies may be considered.
Subjects	Journalism, mass communications, international communications, or related field
Language Skills	Excellent knowledge of English (writing and spoken), knowledge in Bahasa Indonesia or another UN language is an asset.
Computer literacy	Good computer and IT skills and experience in the usage of office software packages.
Internship-related experiences	Work experience in communication, journalism or human rights, preferably with international experience in emergency and recovery or transitional settings is an asset.
Additional skills/requirements	1) Good organizational skills and excellent time management; 2) Ability to meet deadlines and willingness to take additional responsibilities; 3) Strong communication skills; 4) Flexibility, team spirit and ability to work in a multi-cultural team environment and be an effective team player; 5) Sound judgment and excellent analytical skills; 6) Strong interpersonal skills, including tact, diplomacy and political sensitivity to handle delicate interactions with a wide range of partners; 7) Willingness and ability to undertake missions to the field away from duty station including to remote and provincial communities;