

Post Title : **Volunteer – Communications & Event Management**
Duty Station : **UNESCO MGIEP, India**
Duration : **3 months (extendable if required)**
Last Date for applications: **17th May 2017**
Starting date : **20th May – 30th July, 2017**

UNESCO MGIEP New Delhi, a specialized Category-I institute that works on for education for peace and sustainable development and global citizenship.

The selected candidate will work under the direct supervision of the Project Officer and assist in programme activities and conducting research and creating content for MGIEP's annual report.

About MGIEP

The Mahatma Gandhi Institute of Education for Peace and Sustainable Development was established with the support of the Government of India. We are an integral part of UNESCO, and the organization's specialist institute on education for peace and sustainable development to foster global citizenship. In 2009, the UNESCO General Conference decided to set up an institute focusing on peace and sustainability education based in the vast and rapidly growing Asia-Pacific region. In 2012, the Director-General of UNESCO, Ms. Irina Bokova, and the President of India, Shri Pranab Mukherjee, launched the institute.

Responsibilities

The work responsibilities of the incumbent will be largely in the Communications / Events Management teams and include:

Communications:

- **Publications:** Provide support to the Communications team with research, co-ordination, content collation and development of various publications as defined in the Graphics Charter of the Institute (including the Annual Report, The Blue Dot – UNESCO MGIEP's flagship publication)
- **Graphics Charter:** Provide support to the Communications team with research and co-ordination for the Brand Guideline / identity for the Institute
- **Traditional media:** Provide support to the Communications team to develop / edit Op-eds for the Institute
- **Collateral materials:** Provide support to the Communications team with development, co-ordination of high-impact collateral for the Institute
- **Reports:** Assimilation of data for quarterly visibility reports (including email campaigns, website, traditional media and social media)
- **Email marketing:** Provide support to the Communications team with content collation, development and dispatch of emailers
- **Social Media:** Provide support with co-ordination for social media campaigns for youth-led initiatives as well as events

Events Management:

- **Database Management:** Support the events team in maintaining and updating database
- **Logistics and Co-ordination:** Provide logistics and co-ordination support for UNESCO MGIEP's flagship event, TECHH 2017 and other key events (such as the Distinguished Lecture Series and Governing Board Meeting)
- **Research:** Support the events team with research work for TECHH 2017
- **Reports:** Support in collation of documents and development of periodic progress reports for TECHH 2017

Eligibility requirement:

- **Post-Graduate in Mass communication, Journalism, Marketing, Communications Design or Education.**
- **Experience** in research based content development, event marketing and communications

Additional Requirements:

- Languages: **An excellent knowledge, both written and spoken, of at least one of UNESCO’s working languages (English or French). A working knowledge of the other language is an asset.**
- Computer skills: **Ability to use computer systems, email and office-related software (MS Office).**
- Attitude: **An awareness of the many facets of a multicultural world and a commitment to international public service** are essential.

Please keep in mind:

- **Costs/compensation:** UNESCO volunteers are not paid. All costs related to travel, insurance, accommodation and living expenses must be borne either by the volunteers or their sponsoring institutions.
- **Visa:** Volunteers are responsible for obtaining and financing any necessary visas.
- **Travel:** Volunteers must arrange and finance their travel to the location where they will have the volunteership.
- **Medical insurance:** Volunteers are responsible for all costs arising from accidents/illness incurred during an volunteership. Volunteers must show proof of a valid major global medical insurance coverage.
- **Confidentiality:** Any and all unpublished information obtained during the course of the volunteership must be kept confidential, and volunteers may not publish any reports or papers based on this information.
- **Academic credit:** Some institutions of higher education award academic credit for volunteership programs. Volunteers should check with their university to confirm its credit policy.

How To Apply Volunteer – Communications & Event Management

Please submit below mentioned document while applying

1. cover letter,
2. Detailed resume
3. UNESCO format resume- <http://en.unesco.org/careers/media/3705>
4. A writing sample if any
5. Subject Line for application via mail-“ Volunteer – Communications & Event Management”

Apply Via Email to- mgiep.recruitment@unesco.org.

In your cover letter, please clearly state why our program is of interest to you, what you can bring to the organization, and what experience you hope to gain from the volunteership. Also, include the dates of your availability and the number of hours per week to which you can commit.

