

UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Duration: 12 months

Location: Paris, France

Organizational Unit: Section of Partnerships, Cooperation and Research, Division for Education 2030 Support and Coordination Division, (ED/ESC/PCR)

Supervisor: Sobhi Tawil (PhD), Chief of Section

DESCRIPTION OF THE TRAINEESHIP

Under the overall authority of the Director of the Division for Education 2030 Support and Coordination (Dir/ED/ESC), guidance from the Chief of Section of Partnerships, Cooperation and Research (PCR), and the direct supervision of the Programme Specialist in charge of Education 2030 partnerships, the trainee will provide organizational and research assistance for the coordination of SDG4-Education 2030 partnerships, policy review and reporting. In particular, s/he will:

Support programme implementation and coordination

- Support programme implementation by coordinating logistical and administrative matters for projects, consultations, meetings, and events;
- Follow up with colleagues and partners concerned on the agreed work plans and actions to ensure proper and timely implementation of project/programme activities;
- Draft inputs for periodic briefings and other information requests, as well as for regular programme and donor reporting.

Support policy research

- Conduct background research in support of the Section's research and foresight programme and projects;
- Compile data and inputs from secondary sources for working papers, policy briefs, research studies, project documents and proposals;

Knowledge management

- Compile good practices in the implementation of Education 2030 commitments in order to build evidence base for Education 2030 policies and strategies;
- Update the knowledge management systems by tracking contents from relevant sources;

Other:

- Carry out all other tasks entrusted to her/him by the Chief of Section and/or the Programme Specialist.

REQUIRED QUALIFICATIONS

Education: Advanced university degree (Masters' level or equivalent)

Subjects: International education, public policy, international relations, economics, development studies and/or other relevant fields;

Good knowledge of, or keen interest in, the 2030 Sustainable Development Agenda and Education 2030 targets and commitments in particular.

Language skills: Excellent knowledge of English, both written and oral. A working knowledge of French would be an asset.

Competencies and skills:

- Strong analytical skills with ability to compile, analyze and synthesize data and information within tight deadlines;
- Excellent coordination, organizational and time management skills;
- Excellent written and oral communication skills in English;
- Very good interpersonal skills and ability to work effectively and maintain effective working relations within a multi-cultural environment;
- Ability to manage heavy workloads and to meet tight deadlines, paying close attention to detail;
- Solid IT skills including sound experience in the effective use of Office software (Excel, Word, Power Point...) and of multimedia applications.

LEARNING OBJECTIVES

By the end of the traineeship at UNESCO, the trainee will:

- Understand how UNESCO fulfills its mandated role in leading and coordinating the implementation of the global Education 2030 Agenda
- Understand how contexts influence education policy and recognize the roles and functions of different partners in the global governance of education.
- Appreciate the importance of research as a means of shaping and implementing education policies
- Develop skills to work effectively in a dynamic international environment involving multi-stakeholder partnerships comprised of national governments, development agencies, civil society, private sector, foundations and academia.

ADDITIONAL INFORMATION

For more information on the work of the section, have a look at the [Leading Education 2030](#) webpages.