

UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Duration: 12 months

Location: Paris, France

Organizational Unit: Africa Department/ Contextual Analysis and Foresight Unit (CAF)

Supervisor: Abdoulaye IBRAHIM

DESCRIPTION OF THE TRAINEESHIP

The Africa Department (AFR) of UNESCO is in charge of the coordination and the follow-up of programmes and activities in and for Africa. During the period covered by the mid-term strategy (2014-2021) action will be based on UNESCO's main priorities in Africa, namely:

- peace-building by fostering inclusive, peaceful and resilient societies; and
- capacity-building for sustainable development and poverty eradication.

The Contextual Analysis and Foresight Unit (CAF) of the Africa Department was established in 2015 to advance the Global Priority Africa. AFR coordinates the full range of UNESCO's cooperation with African Member States, relevant IGOs and NGOs and with bilateral partners and multilateral bodies that implement programmes for Africa related or complementary to UNESCO's. CAF promotes foresight, science, technology and innovation in Africa, and enhances social inclusion, gender equality, youth empowerment and cultural diversity through various projects and partnerships in Africa.

Under the supervision of the Chief of CAF unit, the intern shall:

1. Assist in the preparation and organization of events and conferences
2. Assist in the updating and revamping of webpages in relation to the unit's activities
3. Assist in the development and translation of communication and other material related to the unit's programmatic work
4. Provide support in any other administrative tasks assigned by the Chief of Unit

REQUIRED QUALIFICATIONS

Education: minimum Bachelor's Degree, preferably Master's degree.

Subjects: Education, Social Sciences, Development or a related field

Language skills: Strong English language skills required, Knowledge of French is desirable

Competencies and skills:

- Organizational and time management skills
- Strategic, analytical skills and good writing skills in English
- Demonstrated experience in researching or volunteering in the thematic areas of science, technology and innovation, social inclusion, gender equality, youth empowerment, cultural diversity, in Africa region.
- A limited working experience is not mandatory but would be an asset

LEARNING OBJECTIVES

1. Gain conceptual/theoretical understanding of foresight and innovation in the realms of education, science and technology;
2. Gain perspective on how to include gender equality, youth empowerment, social inclusion and cultural diversity aspects in various projects for the African continent.
3. Gain professional skills in communication and advocacy, as well as experience in the creation of content for UN websites.
4. Gain good knowledge of the functioning of a UN specialized agency.

ADDITIONAL INFORMATION

The Priority Africa of UNESCO is one of the two Global Priorities of the Organization with Gender Equality. An operational strategy for Priority Africa has been adopted by UNESCO's 37th General Conference.

More information on: <http://www.unesco.org/new/en/africa-department/about-us/the-department-and-its-missions/>