

UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Duration: 12 months

Location: UNESCO Bangkok – Asia and the Pacific Regional Bureau for Education, Thailand

Organizational Unit: Executive Office

Supervisor: Ms Jun Morohashi, Head of the Executive Office/Regional Programme Coordinator

DESCRIPTION OF THE TRAINEESHIP

Under the direct supervision of Head of the Executive Office (EO), she/he will be actively involved in a range of activities related to the strategic programming of the office. Specific tasks foreseen include the followings:

- Support the strategic programming of Education Sector (ED) work in Bangkok and in the region in the context of the Agenda 2030 in particular SDG4 in close cooperation with ED teams.
- Assist in monitoring and evaluation of all projects and activities of UNESCO Bangkok, also in line with a framework for the Asia and the Pacific Regional Bureau's Education Support Strategy 2014-2021.
- Support the organization of regional meetings/workshops related to SDG4.
- Contribute to the implementation of the office-wide Public Information and Outreach Strategy through actively participating in the conception of communication materials and events.
- Contribute to resource mobilization efforts of the Office, through undertaking mapping and scoping studies, and developing strategies on potential donors and partners.
- Contribute to promoting multi-sectoral cooperation (education, culture, natural sciences, social sciences, communication and information) towards the achievement of SDGs through developing project ideas and participating in their implementation.

REQUIRED QUALIFICATIONS

Education: Enrolled in or completed advanced university degree (Master's or equivalent)

Subjects: Areas related to UNESCO's field of competence, in particular education, social and human sciences, law, human rights, and/or other areas which support UNESCO's work such as development studies, human resources, management studies, international relations, etc.

Language skills: Excellent knowledge (written and spoken) of English

Competencies and skills:

- Excellent interpersonal skills
- Analytical skills and ability to collect, synthesize and analyze information from various sources
- Excellent written and oral communication skills
- Demonstrated ability to plan strategically, and to translate strategy into priorities and action
- Very good IT skills and knowledge of media and information literacy

LEARNING OBJECTIVES

At the end of the traineeship, the trainee will learn:

- To develop a working knowledge on the role and function of UNESCO, especially strategic programming, implementation, coordination and partnership building at the Regional Bureau for Education;
- To enhance capacity to work effectively and build teamwork in the intercultural environment;
- To acquire knowledge and skills related to project management as well as outreach and resource mobilization including development of concept notes, project documents, terms of reference, reports, presentations, newsletters and public relations material; and
- To develop partnerships with institutions and experts actively working in the areas of UNESCO's field of competence and SDGs.

ADDITIONAL INFORMATION

Being directly attached to the Director's Office, the Executive Office (EO) at UNESCO Bangkok is responsible for Education Sector's regional programme coordination in the Asia-Pacific. There are 14 offices in the region including the Bangkok office. Furthermore, EO supports the office-wide collaboration among programme sectors (education, culture, natural sciences, social and human sciences, communication information) in development and implementation of projects and activities to pursue the achievement of SDGs as well as resource mobilization and outreach. EO also provides support and guidance to the programme staff on the principles of Results-Based Management (RBM), Human Rights Based Approach (HRBA) and Gender Equality for ensuring the delivery of results of quality.

UNESCO Bangkok website:

<http://bangkok.unesco.org/>