

UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Duration: 12 months

Location: Beirut, Lebanon

Organizational Unit: Regional Bureau for Education in the Arab States

Supervisor: Yayoi Segi-Vltchek, Senior Programme Specialist

DESCRIPTION OF THE TRAINEESHIP

The Beirut Office serves as the Regional Bureau for Education in the Arab States as well as representative to Lebanon and Syria. The Beirut Office is also in charge of Yemen's education programme. Under the general supervision of the Director of the Office, the Trainee will assist Beirut Office's Senior Programme Specialist in planning, implementation and monitoring of Regional Programme (both regular and extrabudgetary) related to SDG4-Education 2030 Agenda, as well as resource mobilization. Concretely, the Trainee would have four main assignments as follows:

- Assist in the coordination of Beirut Office's lead role in SDG4-Education 2030 Agenda, including organization of meetings, workshops and seminar at national and regional level
- Assist in knowledge generation and dissemination related to SDG4-Education 2030 Agenda in the Arab Region through webportal maintenance, desk/literature review and research, organization of activities, as well as drafting of briefs and concept notes
- Assist in resource mobilization and the monitoring of ongoing initiatives related to SDG4-Education 2030 Agenda
- Carry out any other duty considered relevant to the experience he/she needs to acquire

REQUIRED QUALIFICATIONS

Education: An advanced university degree in education or social sciences

Subjects: Education or social sciences

Language skills: Strong drafting and communication skills in English

Competencies and skills:

- Teamwork: Ability to maintain effective working relations within a multi-cultural setting and to work effectively in team environment
- Communication: Ability to speak and write clearly and effectively
- Planning and organizing: Ability to develop clear goals that are consistent with agreed strategies
- Commitment to Continuous Learning: Ability to keep abreast of new developments in own occupation/profession
- Respect for Diversity: Works effectively with people with diverse backgrounds

Other skills:

- Capacity to be multi-task and proactive;
- Able to work under tight deadlines;
- Excellent IT skills to carry out the work.

LEARNING OBJECTIVES

After the assignment the trainee will have:

- Understanding of and knowledge about UNESCO's regional education programme (planning and implementation processes and content)
- Understanding of and knowledge about Arab region's educational issues and challenges
- Attained Field project management; setting particular objectives and develop appropriate mediation, monitoring and evaluation mechanisms
- Gained solid working knowledge of the operations of an intergovernmental organization;
- Strengthened his/her analytical, communication, negotiation and interpersonal skills,
- Acquired the ability to successfully bring onboard new funding partners.