

UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Duration: 12 months

Location: IICBA, Ethiopia, Addis Ababa

Organizational Unit: International Institute for Capacity-Building in Africa

Supervisor: Virgilio Juvane, Programme Coordinator

DESCRIPTION OF THE TRAINEESHIP

Under the overall supervision of the Programme Coordinator, the intern will be exposed and engaged to a range of activities that constitute the core mandate of IICBA. This exposure will allow the intern to get the best that IICBA can offer in terms of learning opportunities.

The internship project will focus on two main activities: a) assist the Programme Coordinator who also has been assigned the responsibility to coordinate the Teachers Development Cluster of the Continental Education Strategy for Africa (CESA 2016-2025), within the framework of IICBA's collaboration with the African Union Commission; and b) collaborate in the implementation of IICBA's communication strategy.

Specifically, the intern is expected to perform the tasks outlined below:

A. In the context of CESA 2016-2025

- Assist the coordinator in preparing work plans and other relevant programmatic documents for the Teacher Development Cluster.
- Assist in the preparation of Cluster related meetings and communication with Member States and other stakeholders.
- Assist in the preparation of progress reports and other submissions to the African Union Commissions and members of the Cluster.
- Manage and update on a regular basis the Cluster's online platform to facilitate the exchange of strategic communication with Cluster's stakeholders, including posting of information and research findings.
- Liaise with the teacher development provider institutions (already identified) to keep the record of their activities.

B. In the context of IICBA's communication strategy

- Contribute to disseminate IICBA's activities (not just those related to CESA) through a combination of channels and platforms namely website, social media, including the newsletter.

REQUIRED QUALIFICATIONS

Education: M.A. or B.A with 1-2 years' work experience

Subjects: Teacher education, social sciences, educational planning & management

Language skills: Excellent English (oral and written); knowledge of French will be an asset

Competencies and skills:

- Analytic, strategic and thinking skills, collaboration and knowledge sharing and performance orientation (managing for quality and results)
- Effective communication both orally and in writing
- Ability to work in team
- Spirit of innovation and initiative

LEARNING OBJECTIVES

The traineeship programme entails learning objectives, both for the trainee and the hosting institution (IICBA). IICBA assumes itself as a learning organization, meaning that it remains open to value and assimilate innovative experiences brought in by trainees while encourages staff to give them real opportunities for effective professional learning.

In this regard, the anticipated objectives of the traineeship are:

- Provide trainees opportunities to acquire and/or expand their work experience. To this end, the trainee will be adequately supported and his/her progress carefully monitored to ensure the fulfilment of the training dimension which is a key component of the internship project.
- Offer tailored training opportunities to develop fundamental skills such as planning, communication, reporting, working in an environment culturally diverse and understand education systems in developing countries. This will be a fundamental prerequisite for trainees perform their defined duties.
- Facilitate and encourage the trainee exposure to IICBA's overall work, through access to policy documents, participation in regular staff meetings and professional debates.

ADDITIONAL INFORMATION

Established in 1999, IICBA is one of seven UNESCO's education institutes and centers whose mandate is to strengthen teacher policy and teacher development throughout the continent. It is also the Teacher Development Cluster Coordinator under the Continental Education Strategy for Africa 2016-2025. IICBA's activities focus on teacher issues in the interconnected areas of teacher policy and capacity development, quality and relevance of learning for girls and women, qualification standards-setting and teacher training curriculum harmonization in RECs, ICT integration in teaching, learning and assessment, early childhood care and education, teacher development in emergencies, research, publication and advocacy on teacher's issues in Africa.