

UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Duration: 12 months

Location: Bonn, Germany

Organizational Unit: UNESCO - UNEVOC, International Centre for Technical and Vocational Education and Training

Supervisor: Shyamal Majumdar, Head of Office

DESCRIPTION OF THE TRAINEESHIP

Provide support in the area of knowledge development in TVET by, inter alia:

- conducting desk research on various TVET related terms and topics, such as Greening TVET, ICTs in TVET, youth employability, skills development, teacher training , etc.
- assisting in promoting, maintaining and further developing the knowledge management tools of UNESCO-UNEVOC
- assisting in the planning, preparation and execution of programmes, workshops and/or meetings, also online
- assisting in conducting desk research on network related topics, information etc.
- Any other task as assigned by the supervisor

REQUIRED QUALIFICATIONS

Education: Master's degree

Subjects: TVET, general education, social sciences, knowledge management, economics or any other related field

Language skills: Fluency in English is essential; any other UN language is advantageous

Competencies and skills:

- Good research and analytical skills
- Willingness to learn
- Teamwork: Ability to maintain effective working relations within a multi-cultural setting and to work effectively in team environment, etc.
- Communication: Ability to speak and write clearly and effectively, etc.

- Planning and organizing: Ability to develop clear goals that are consistent with agreed strategies, etc.
- Commitment to Continuous Learning: Ability to keep abreast of new developments in own occupation/profession, etc.
- Respect for Diversity: Works effectively with people with diverse backgrounds, etc.

LEARNING OBJECTIVES

After the assignment, the trainee will have:

- Acquired an in-depth knowledge of the functioning of UNESCO-UNEVOC
- Deepened and widened the understanding of TVET from an international perspective
- Deepened the understanding of knowledge development and knowledge management in general and specific online tools
- Acquired an in-depth knowledge of the functioning of programmes related to UNESCO's areas of competence
- Learned how to deal with diverse stakeholders via the UNEVOC Network
- Attained 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, in a multi-cultural team

ADDITIONAL INFORMATION

Such as background information and website

<http://www.unevoc.unesco.org/go.php>