

# UNESCO Sponsored Traineeship Programme

## Terms of Reference

### GENERAL INFORMATION

**Duration:** 12 months

**Location:** Paris, France

**Organizational Unit:** Division for Support and Coordination of Education 2030 / Section for Teacher Development/ Secretariat of the International Task Force on Teachers (ED/ESC/TED)

**Supervisor:** Edem Adubra, Chief of Session

### DESCRIPTION OF THE TRAINEESHIP

Under the supervision of the Chief of Section for Teacher Development, Head of the Secretariat of the International Task Force on Teachers, the intern shall:

1. Assist in the collection and analysis of information and data on teachers; prepare tables, graphs and other presentation of statistical data; review documents and prepare reports and/or propose corrective actions to existing programme documents, especially in relation to the UNESCO-CFIT project.
2. Assist in the preparation and dissemination of communication/advocacy materials among the UNESCO-CFIT project stakeholders and partner networks, and in liaison with other programme specialists articulate linkages with the Section's overall work on SDG4. Prepare information for the website, newsletter, etc.
3. Support the monitoring and evaluation of the UNESCO-CFIT project: In consultation with other specialists in the Section or Division and in Field Offices and institutes for relevant prepare briefs and reports to UNESCO administration and the donor(s) on the implementation of assigned project;
4. Assist and support the organization of meetings and events by contributing in drafting agendas, minutes, work plans, and reports, contracts; and contribute to the logistical arrangements of meetings.
5. Undertake any other activity that the head of secretariat might require.

## REQUIRED QUALIFICATIONS

**Education:** Masters

**Subjects:** Education or social sciences

**Language skills:** Fluency in English or French (written and oral)

**Competencies and skills:**

1. Good analytical, drafting and editing skills in English or French;
2. Good organizational and planning skills;
3. Excellent computer skills.
4. Ability to adapt to a multicultural environment and team cooperation

## LEARNING OBJECTIVES

1. Through the tasks assigned, the trainee will acquire or enhance his/her understanding of current trends and priorities in the Global Education agenda and the critical role of teachers;
2. He/she will be familiarized with the mandate and mission of UNESCO in general, and its operation at global and field levels in a specific thematic area (Education/Teachers)
3. Learn to work with multiple stakeholders (public and private; policymakers, researchers and practitioners;
4. Refine data and information gathering and analysis techniques and their use for policy development;
5. Working in a multicultural environment.