

UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Duration: 12 months

Location: Hamburg, Germany

Organizational Unit: UNESCO Institute for Lifelong Learning (UIL)

Supervisor: Raúl Valdes Coterá, Programme Coordinator

DESCRIPTION OF THE TRAINEESHIP

Support the Lifelong Learning Policies and Strategies Programme at the UNESCO Institute for Lifelong Learning by

- Assisting in the development of guiding tools and materials that support policy makers develop holistic and cross-sectoral lifelong learning strategies
- Assisting in the preparation of online case studies for the Global Observatory of Recognition, Validation and Accreditation of Non-formal and Informal Learning/ Lifelong Learning Policies and Strategies/ Learning Cities;
- Assist in the preparation and follow-up of meetings e.g. expert meetings, capacity building meetings, conferences.

REQUIRED QUALIFICATIONS

Education: M.A. / M.Sc. / M.Ed.. UIL also welcomes candidates studying for a doctorate on a topic relevant to its work.

Subjects: Education, social sciences or international relations, preferably with evidence of specialisation in lifelong learning, adult education, literacy and basic skills and/ or developing countries.

Language skills: Working knowledge of one or more of the UN languages other than English (French, Spanish, Chinese, and Russian) is an asset.

Competencies and skills:

- Confident competence in the use of standard office software (MS Office), with willingness to extend these skills. Candidates with experience in web search, design and content management systems, together with the capacity to use standard data analysis software (SPSS, STATA, MAXQDA etc.) are particularly welcome.
- Capacity to work in international, interdisciplinary and multilingual teams; commitment to UNESCO's mission, especially with respect to core values of integrity, professionalism, and respect for diversity.
- Ability to speak and write clearly and effectively
- Ability to develop clear goals that are consistent with agreed strategies
- Familiarity with issues around and strategies for gender equality
- Understanding of project design and management; candidates with fundraising experience are at an advantage.

LEARNING OBJECTIVES

- Acquiring in-depth knowledge in the area of lifelong learning policy development and implementation on national and local levels
- Gaining insights on how to establish and maintain relations with stakeholders from the UN System, civil society and academia from around the world;
- Enhance multicultural understanding and communication skills;
- Solid knowledge of working in an intergovernmental organization;
- Strengthened research, analytical, communication and interpersonal skills.

ADDITIONAL INFORMATION

The UNESCO Institute for Lifelong Learning (UIL) is an integral part of UNESCO'S Education Sector, operating with statutory institutional autonomy under the guidance of its Governing Board. UIL promotes an integrated approach to policy development, research and training, capacity building, networking and partnership building in the field of lifelong learning, with a focus on adult and continuing education, literacy and non-formal education. UIL also responds to the demands of individuals and communities throughout the world, ensuring that all forms of education and learning – formal, non-formal and informal – are recognized, valued and available.

Website: <http://www.uil.unesco.org/>