

UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Duration: 12 months

Location: Yangon, Myanmar

Organizational Unit: UNESCO Myanmar, Centre of Excellence for Business Skills Development

Supervisor: Ms Min Jeong Kim

DESCRIPTION OF THE TRAINEESHIP

Under the overall authority of the Director of the UNESCO Asia and Pacific Regional Bureau for Education and the Head of Project Office (HPO) Myanmar and under the direct supervision of the National Project Coordinator, the trainee will perform the following tasks:

- Assist in conceptualizing, developing and organizing training programmes for youth at the Centre of Excellence in Business Skills Development (CEBSD).
- Assist in the development of training materials for programmes delivered at the Centre.
- Assist in delivering some of the training programmes at the Centre.
- Assist in organizing national conferences and seminars on business skills development.
- Assist in conducting outreach activities to companies in Myanmar to expand the network of private sector partners.
- Assist in the evaluation of the courses and the students' performance.

REQUIRED QUALIFICATIONS

Education: Master's degree

Subjects: Economics, Business Management, Social Sciences or Education.

Language skills: Excellent English language speaking and writing skills

Competencies and skills:

Candidates must have the ability to adapt and collaborate with others in a multicultural environment and possess skills to motivate and inspire other young people. S/he must have excellent communication skills and command a high level of proficiency in the English language in both writing and speaking as well as good IT skills including the use of Microsoft Office programmes and applications. S/he must be an initiative-taker and a creative solution seeker. The candidate must be interested in issues related to youth, particularly those who are socially and economically vulnerable, skills development, employment and empowerment.

LEARNING OBJECTIVES

At the end of the traineeship, the trainees will be able to:

- effectively conduct trainings and assessments targeting youth ;
- conceptualize and organize a wide range of workshops and seminars related to business skills development for youth;
- understand the rapidly transforming private sector landscape and the skills development needs in Myanmar;
- understand youth skills development issues within the current political and economic transitional context of Myanmar ;
- engage constructively and effectively with young people; and
- understand the work of UNESCO in Myanmar.

ADDITIONAL INFORMATION

The Centre of Excellence for Business Skills Development (CEBSD) is the first tripartite public-private partnership in education and training in Myanmar between UNESCO, the Ministry of Education through the Yangon University of Economics, and PepsiCo. The aim of the Centre is to support young people in Myanmar to develop the skills they need to take advantage of at the point in time when Myanmar is undergoing a transition from decades of autocratic rule to becoming a democracy. The Centre also provides opportunities to unemployed youth in Myanmar by helping to pave the way into the world of work through career counseling, networking opportunities, and targeted training in business and employability skills. <https://www.facebook.com/groups/centerofexcellence/>