

UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Duration: 12 months

Location: Harare, Zimbabwe

Organizational Unit: Regional Office for Southern Africa, Natural Sciences

Supervisor: Peggy Oti-Boateng

DESCRIPTION OF THE TRAINEESHIP

Under the overall authority of the Director of UNESCO Regional office for Southern Africa and under the direct supervision of the Natural Sciences Programme Specialist, the trainee will provide assistance in the development and implementation of Natural Sciences projects and activities

- Reporting progress achieved in executing the planned Science Unit activities
- Assist in the preparation of policy briefs and reports, particularly those related to STI, STEM and water-related programs
- Assist in the preparation of STL, STEM education and water-related project proposals to mobilize funds to strengthen implementation of the unit's programs
- Initiate contacts and facilitate collaboration between Science unit and development partners, funding agencies and implementing partners
- Assist in the identification of strategic areas of focus for policy advice and technical assistance to member states in water system management for fund mobilization.
- Evaluate the water-food-energy and STI policies in Zimbabwe and Southern African region
- Provides administrative support, as required, to support the Science Unit team. This may include assisting in the coordination of presentations, meetings and conferences
- Accompany more senior staff to professional meetings and workshops as and when require.
- Submit a report at the end of the 1 year traineeship with UNESCO Regional Office for Southern Africa
- Assist on any other project or activity as assigned by the supervisor.

REQUIRED QUALIFICATIONS

Education: Have completed at least 3 years of studies at undergraduate level in a university or equivalent institution

Subjects: Preferably in the field of Environmental and Natural Science or any other relevant field.

Language skills: Excellent written and spoken English, knowledge of French or another UN language (Spanish, Russian, Chinese or Arab) is an asset

Competencies and skills: Good Knowledge of IT tools and use of MS office

LEARNING OBJECTIVES

By the end of the assignment, the trainee should be able to:

1. Draft concept notes and proposals
2. Conduct literature reviews
3. Gain knowledge and expertise in basic project management
4. Have a high understanding of the main aspects related to UN programming
5. Be able to assist in organizing events

ADDITIONAL INFORMATION

The UNESCO Regional office for Southern Africa operates in six priority areas that focus on

- Investing in science, technology and innovation
- Water security;
- Geology, ecosystems and biodiversity;
- Ethics of science and technology; and
- Science for society

Our Vision:

The vision of ROSA's Natural Sciences Unit is to advance prosperous Africa-led global competitiveness using science, technology and innovation for peace building, inclusive growth and sustainable socio-economic transformation of the continent.

Our goal:

Our goal is to create an innovative society with a mind to bring about solutions to problems faced by the states and the Southern African region as a whole and strengthen policies, build capacities in science and engineering.

For further information, please visit our website:

<http://www.unesco.org/new/en/harare/natural-sciences>