

UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Duration: 12 months

Location: Venice, Italy

Organizational Unit: Science Unit, UNESCO Regional Bureau for Science and Culture in Europe

Supervisor: Philippe Pypaert, Programme Specialist – Head of SC Unit

DESCRIPTION OF THE TRAINEESHIP

Under the overall authority of the Office Director and direct supervision of the Head of Science Unit, assist to design, develop and implement the Office's activities in the field of Science within the framework of the Office mandate, and more specifically:

1. Assist the Head of Science Unit and other relevant programme officers in the implementation of the overall programme of activities developed in the framework of the Office mandate in the field of Science, Environment and Sustainable Development, with particular reference to activities related to Science Diplomacy, Biosphere Reserves and Geoparks, Integrated Water Management as well as to geo-hazards in DRR programmes;
2. Assist in the identification of extrabudgetary funding opportunities and in the preparation of related project proposals;
3. Assist in the organization of meetings, workshops and other events;
4. Assist in the drafting of correspondence, preparation of presentations, speeches, web releases and other outreach and communication materials;
5. Any other task that may be required.

REQUIRED QUALIFICATIONS

Education: Second-level university degree in environmental sciences, hydrology, human sciences, ecology, international relations, communication or other related subjects.

Subjects: Academic knowledge of the following subjects and possible related professional experience will be considered as an added value:

- Participatory territorial development and management;
- Environmental integration in development policies;
- Stakeholders involvement in river basin management;
- Disaster risk reduction and preparedness;
- Renewable energy and energy efficiency;
- Education for Sustainable Development;
- STEM education;
- Science Policy and Science Diplomacy.

Language skills: Fluency and excellent writing skills in English are required. Proficiency or good understanding of French is desirable.

Competencies and skills:

- Good communication, research and analytical skills to be able to rapidly analyze and integrate diverse information from various sources, interpret needs and requirements.
- Experience, ability and willingness to work within an international environment and to positively cooperate/interact with a plurality of persons with different cultural background.
- Excellent ICT skills with special focus on office software (word processing, presentations, data sheets)

LEARNING OBJECTIVES

- General understanding of the work and mission of UNESCO, with special focus on the field of science, from a Field Office perspective;
- Insight into issues of international cooperation on science and environment in South-East Europe;
- Developing knowledge of relevant intergovernmental programmes of UNESCO such as the Man and the Biosphere programme (MAB), the International Hydrological Programme (IHP), but also main initiatives related to UNESCO Global Geoparks, Disaster Risk Reduction and Science Diplomacy, in the overall perspective of contributing to the achievement of the 2030 Agenda for Sustainable Development in South-East Europe;
- Hands-on experience on communication and fund raising in an international environment, with special focus on EU funding opportunities;
- Working in a multi-sectors office and developing interdisciplinary approaches, particularly referred to the management of UNESCO designated sites.