

UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Duration: 12 months

Location: New York, USA

Organizational Unit: UNESCO Liaison Office in New York

Supervisor: Ana Persic, Science Programme Specialist

DESCRIPTION OF THE TRAINEESHIP

- Support the promotion of UNESCO's activities and programmes for the implementation of the SDGs in the United Nations in New York with the focus on natural sciences and oceans;
- Support the liaison with the other UN Funds, Programmes, Agencies as well as Permanent Missions of the member states;
- Assist in reporting on items of the UN General Assembly relevant to UNESCO's mandate, including on Agenda 2030; assist in reporting on UN discussions in the UN General Assembly regarding natural sciences and ocean issues relevant to UNESCO's mandate, as well as the work of the Economic and Social Council (ECOSOC);
- Help in organizing relevant events at the UN or/in organizing relevant cooperation with the private sector;
- Provide documentation, research and analysis on UNESCO issues and assist in the organization of the documentation for the Office;
- Prepare technical briefings and reports on meetings attended by the Director or/and Programme Specialists;
- Assist in the updating of the website of the Office and in liaising with UN Department of Public Information as necessary;
- Carry out any other duty considered relevant to the experience he/she needs to acquire and that may be required for the success of the work team.

REQUIRED QUALIFICATIONS

Education: Advanced University Degree, M.A. equivalent

Subjects: Political Science, International Relations or Environmental sciences

Language skills: Very good knowledge of English, knowledge of French is an asset.

Competencies and skills:

- Excellent writing, analytical and synthesis skills.
- Previous working experience in a multicultural environment will be considered as asset.
- Knowledge of Word and Excel is required. Knowledge of other programmes is an asset.

LEARNING OBJECTIVES

The incumbent will learn about the functioning of the United Nations, its General Assembly and the international bodies established to monitor and support the progress of the SDGs (e.g. High Level Political Forum, Technology Facilitation Mechanism, Technology bank, Economic and Social Council-ECOSOC, etc...)

He/she will also learn about the relevant programmes not just of UNESCO but other major UN agencies, funds and programmes, such as UNDP, UNICEF, UN Women, ILO, WMO, UNICEF, WIPO, UNCTAD...