

UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Duration: 12 months

Location: Paris, France

Organizational Unit: Unit for the UNESCO Associated Schools Network (ASPnet)
Division for Inclusion, Peace and Sustainable Development,
Education Sector

Supervisor (name, title): Ms. Sabine Detzel, Chief of Unit

DESCRIPTION OF THE TRAINEESHIP

Within the International Coordination team of the UNESCO Associated School Network (ASPnet), the trainee will:

- assist with the implementation of the ASPnet Strategy and Plan of Action 2014-2021 and the follow-up of the recommendations of the 2016 Evaluation Report;
- assist with the management of the ASPnet membership and with the admission of new members (updating of membership directories, maintenance of mailing lists and databases, registration and assessment of membership requests);
- assist with providing support and technical assistance to UNESCO Member States in the use of the Guide for National Coordination and of the Online Tool for ASPnet, including drafting of correspondence, reports and simple translation;
- assist with the preparation and implementation of UNESCO ASPnet activities in the context of the Sustainable Development Agenda and SDG 4; in particular innovative global education projects and campaigns related to sustainable development, global citizenship and intercultural learning;
- assist in the follow-up of ASPnet projects under the UNESCO Participation Programme;
- assist in collecting and preparing information and briefings on ASPnet activities worldwide, including the drafting of web news;
- assist with any other tasks required by UNESCO.

REQUIRED QUALIFICATIONS

Education: Minimum a BA University degree, preferably Master's degree.

Subjects: Education or related discipline (Social Sciences, International Relations, Communication or Anthropology).

Work experience (if needed):

Relevant professional work experience would be considered an asset.

For example, the impact of the work within the International Coordination of ASPnet would result in improved visibility of school-based activities, experimentation of innovative methods/materials and the mainstreaming of innovations into national education systems.

Language skills: Excellent knowledge of English or French; good working knowledge of the other language would be an asset.

Core Competencies:

- Teamwork: Ability to maintain effective working relations within a multi-cultural setting and to work effectively in team environment
- Communication: Ability to speak and write clearly and effectively
- Planning and organizing: Ability to deliver work within set timelines and consistent with agreed strategies and specific instructions
- Commitment to Continuous Learning: Ability to
- Respect for Diversity: Works effectively with people with diverse backgrounds

Other skills:

- Capacity to be multi-task and proactive
- Able to work under tight deadlines
- Excellent IT skills to carry out the work
- Strong analytical and writing skills

LEARNING OBJECTIVES

The trainee will acquire professional experience and working methods in relation to:

- international cooperation and the development, management and administration of multilateral education programmes and projects
- managing a global network with members in over 180 countries
- working in an intercultural environment and interacting with colleagues from different UNESCO programme sectors, central services and field offices and with schools and government officials in all Member States.