

UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Duration: 12 months

Location: Abuja, Nigeria

Organizational Unit: UNESCO Multisectoral Regional Office in Abuja

Supervisor: Yao Ydo, Director and Representative

DESCRIPTION OF THE TRAINEESHIP

Under the authority of the Director of the UNESCO Multisectoral Regional Office in Abuja and the direct supervision of the Programme Specialist for Social and Human Sciences, the trainee will:

- Assist in the design and implementation of activities, projects and programmes under the Social and Human Sciences Sector (SHS) in the UNESCO Regional Office in Abuja, and in particular :
- Support youth engagement for democratic participation through their empowerment (capacity building, awareness raising) to promote a culture of peace and fight against radicalization;
- Support in the organization of meetings, conferences, training and workshops in the Sectors areas of competences (bioethics, intercultural dialogue, future literacy and knowledge for policy design, sport, culture of peace, etc.)
- Contribute with innovative ideas for the observance of international Days and other celebrations relevant to the Sector, notably for Youth (12 August), Peace (21 September), Non-Violence (2 October), Tolerance (16 November), Human Rights (10 December), 70th anniversary of the Universal Declaration of Human Rights (2018), as may be needed;
- Collaborate with team members to identify needs and generate innovative ideas to engage with and reach out to key audiences and stakeholders in support of the Sector's work, assist in this regard in the design of project proposals for resources mobilization;
- Support on the review of reports of studies commissioned by the sector for quality check and preparation of reports of meetings to various activities undertaken
- Support communication, visibility and outreach on the Sector's activities.
- Carry out additional tasks that may be required to ensure success of the work of the SHS, in close collaboration with other Sectors, as may be necessary.

REQUIRED QUALIFICATIONS

Education: B.A, preferably M.A,

Subjects: Social sciences, human rights, peace and conflict resolution, sociology, law, political sciences

Language skills: Excellent skills in English and good knowledge in French

Competencies and skills:

- Excellent drafting capacity (reports, awareness raising and communication elements, etc.)
- Good knowledge of analysis of social issues and formulation of related solutions, notably for youth,
- Good knowledge of project design, implementation and monitoring

Good communication and interpersonal skills are required for the internship.

- Good ability to learn and adapt rapidly in a multicultural environment;
- Past experience or involvement on studies related to fight against radicalization and violent extremism will be an asset

Other skills:

Excellent computer skills, (word, Excel, PowerPoint, including good knowledge in the use of social media for awareness raising and communication.

LEARNING OBJECTIVES

The Trainee will gain knowledge and experience through interaction with the Director of a UNESCO Office, the Programme Specialist for Social and Human Sciences in Abuja and in other Sectors in Office, the region and at UNESCO Headquarters.

Involvement in interagency activities and One UN dynamic will also enhance collaboration and interaction with staffs from other UN agencies in Nigeria and other INGOs, IGOs, associations in the country and the Region (UNDP/RC, UNFPA, UNICEF, UNWOMEN, etc.). Learning opportunities include:

- Better understanding of UNESCO's work, mandate and intervention in the Social and Human Sciences Sector and collaboration with other Sectors;
- Working with government, UN Agencies, ECOWAS, academia, and civil society organizations related to the advancement of peace and mutual understanding;
- Engage with youth organizations to support their active engagement and inclusion for democratic participation and active citizenship
- Practical skills for programme management including, strategic planning, project development, budgeting, implementation, monitoring and evaluation, reporting and communications using a Results Based management approach.
- Enhancement of work abilities in the UN environment, notably from the field perspective.