

UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Duration: 12 months

Location: Cairo, Egypt

Organizational Unit: UNESCO Office in Cairo

Supervisor: Chongseo Park

DESCRIPTION OF THE TRAINEESHIP

1. Strengthen and coordinate UNESCO's collaboration with partners by providing logistical support for meetings with the aim of fulfilling the needs of participants and administrative platform for establishment of fundraising opportunities. This includes developing website to seek donations and developing marketing activities that will generate extra budgetary resources while bolstering the achievement of overall programme objectives.
2. Develop an on-going plan for human resources development for the Office staff in line with strategy of the Office with particular emphasis on enhancing the procurement, evaluation, fund raising capability of the staff. Foster the use of modern state-of-art technology in the management of UNESTeam applications, records and inventory.
3. Support maintenance of property, procurement issues and purchasing of goods and services for projects and programmes; ensures that financial transactions are in compliance with organizational rules, regulations, policies and procedures; and review and improve management of terms of reference, specification and evaluation.

Expected contribution (major expected outcomes):

1. Enhance programme implementation, fund raising, procurement and human resource management
2. Effective use of technology and UNESCO applications to meet needs of beneficiaries
3. Improvement of records and inventory management
4. Application of public administration to increase convergence between the community and UNESCO

REQUIRED QUALIFICATIONS

Education: Advanced university degree

Subjects: Financial, public and business administration management, economics or related field

Language skills: Fluency in English. Knowledge of French and Arabic will be considered an asset.

Competencies and skills:

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Professionalism, client oriented, teamwork, responsible for quality and error prevention

Experience in public financial management or related will be an asset.

Skills:

Word processing, spreadsheet, presentation and email software. The fellow creates and maintains electronic databases of information, conducts intranet/internet searches and carries out electronic file maintenance.

LEARNING OBJECTIVES

1. Acquisition of practice on UNESCO administrative procedures and of skills to improve programme implementation and build partnerships.
2. Understanding of the mission, activities and resource management of UNESCO.