

UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Duration: 12 months

Location: Paris

Organizational Unit: Education Sector, Unit for strategic planning, monitoring, Institute and field coordination

Supervisor (name, title): Anne Coupez, Chief of unit for strategic planning, monitoring, Institute and field coordination

DESCRIPTION OF THE TRAINEESHIP

- Assist in the coordination of the Education Sector's Programme Cycle Management (planning, budgeting, monitoring and evaluation, and reporting), including in the preparation of the workplans of the Sector by Headquarters and Field Offices;
- Assist in drafting report of the sessions of the Executive Board and the General Conference;
- Assist in the cooperation with Category I Institutes, Category 2 Centres and in the preparation of education-related Prizes

REQUIRED QUALIFICATIONS

Education: Advanced university degree (Master's or equivalent) in Education, Social Sciences or another related field.

Subjects: Education coordination, Programme and Budget

Language skills: Excellent knowledge (written and spoken) of English and good knowledge of French

Competencies and skills:

- Excellent coordination and interpersonal skills;
- Excellent communication skills and drafting skills;
- Excellent analytical skills and ability to synthesize information;
- Ability to work in a team and to maintain effective working relationships in a multicultural environment;
- Advanced skills in office IT tools (excel, word, powerpoint).

LEARNING OBJECTIVES

Troughout the tasks above, the trainee will have the opportunity to learn about the full management cycle of the Education sector, including Headquarters, Field Offices, Category I Institutes and Category 2 Centres. She/he will acquire knowledge on the Education Programme and its budget. In addition, she/he will discover the governance of UNESCO through its Executive Boards and General Conference.

ADDITIONAL INFORMATION