

# UNESCO Sponsored Traineeship Programme

## Terms of Reference

### GENERAL INFORMATION

**Duration:** 12 months

**Location:** Paris

**Organizational Unit:** *Unit for ICT (ED/PLS/ICT)*

**Supervisor (name, title):** Fengchun Miao, Chief

### DESCRIPTION OF THE TRAINEESHIP

The trainee will focus on three main duties. However he/she will be involved in different other tasks as a temporary member of the Unit.

1. Assist in implementation of the Education Sector's on-going project activities on ICT in education policy and Open Educational Resources (OER) including the project being funded the Wei Dong Group of China.
2. Assist in organizing seminars and expert meetings to be hosted by the Unit.
3. Provide support in organizing UNESCO's global events in the field of ICT in education.

### REQUIRED QUALIFICATIONS

**Education:**

Advanced university degree (Master or equivalent). A first-level university degree in combination with at least 0.5 additional years of qualifying experience may be accepted in lieu of the advanced university degree.

**Subjects:**

Educational technology, education, social science, or related fields which are relevant to the work required.

**Language skills:**

Excellent knowledge (written and spoken) of English.

**Competencies and skills:**

- Good writing skills and ability to draft clear and concise reports.

- Skills to conduct basic analytical study and prepare briefings or presentations on thematic topics under the guidance of the supervisor.
- Good communication skills.
- Excellent knowledge of ICT and good skills in using social media and mobile applications to advocate the project activities.
- Ability to work in a multicultural environment and maintain effective team cooperation.

#### **LEARNING OBJECTIVES**

- Obtain a comprehensive knowledge on UNESCO's ICT in education programmes and develop skills on organizing large scale conference through assisting the organization of UNESCO's large events including the Second World Congress on OER, International Conference on ICT and Education 2030, and Mobile Learning Week 2018.
- Develop project management skills through assisting the implementation of UNESCO's projects on ICT in education policy and Open Educational Resources (OER).
- Gain broader familiarity with UNESCO as an organization through attending team and division meetings, technical meetings, and other events hosted by UNESCO HQs.
- Strengthen communication skills through working with colleagues and representatives of partners.

#### **ADDITIONAL INFORMATION**