

UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Duration: 12 months

Location: Bangkok, Thailand

Organizational Unit: UNESCO Bangkok, Section for Inclusive Quality Education (IQE)

Supervisor (name, title): Maki Katsuno-Hayashikawa, Chief of Section

DESCRIPTION OF THE TRAINEESHIP

The Section for Inclusive Quality Education (IQE) is one of the two education sections of UNESCO Bangkok that aims to enhance UNESCO Member States' capacity to provide equitable, inclusive and quality basic education for all in the Asia-Pacific region. IQE is responsible for six programme areas, namely (i) Education 2030 regional coordination, (ii) education planning and management, (iii) basic education from early childhood to the secondary level, (iv) inclusive education and gender equality, (v) quality of education, and (vi) HIV prevention and health promotion. In line with UNESCO's global strategy, IQE is emphasizing gender mainstreaming in all of its programmes.

Under the 2030 Education Agenda Regional programme, the IQE Section supports and coordinates the implementation of the SDG 4/Education 2030 targets in the region by strengthening national, sub-regional and regional coordination mechanisms, partnerships development, capacity development, advocacy, policy support and progress monitoring of SDG4. UNESCO Bangkok also serves as the secretariat and co-chair of the Education 2030 Thematic Working Group.

The traineeship will mainly be associated with the regional coordination of SDG4-Education 2030 work and of the Quality Education team's activities under the Network on Education Quality Monitoring in the Asia-Pacific (NEQMAP). The of the IQE Section. However, the trainee will have the possibility of being involved in a range of IQE Section's work, beyond the primary thematic areas.

Under the overall guidance of the Unit Chief, the incumbent will work closely with the responsible Programme Specialist(s) and assist the relevant teams to support the Education 2030 regional coordination and the quality of education programme. In particular, the incumbent will contribute to programme implementation through the following tasks:

- Assist in the organization of events and meetings related to the Asia-Pacific Regional Meetings on Education 2030, the Regional Thematic Working Group on Education 2030 +

Meetings, and to the Network on Education Quality Monitoring in the Asia-Pacific (NEQMAP), and other major regional events and meetings by the IQE Section;

- Assist in the production of reports, presentations, and relevant advocacy materials on SDG4-Education 2030 and the NEQMAP programme, when required;
- Assist in the implementation, management and monitoring of project activities related to the Education 2030 regional coordination and NEQMAP as well as other programme areas of the IQE Section. This may include conducting web research for required information, drafting correspondence and concept note of events, taking notes and report writing, crafting and publishing news materials, and updating and maintaining the website contents, and administrative and logistic support to the programme and project activities.

REQUIRED QUALIFICATIONS

Education:

- Advanced university degree (MA or above) or equivalent in the areas of education development, education/public administration and management, social development, etc.
- Background and/or strong interest in education in the context of international development.

Language skills:

- Excellent written and spoken English.
- Knowledge of French would be an advantage.
- Regional language skills in addition to English also an advantage.

Competencies and skills:

- Strong research and analytical writing skills.
- Proficiency in Microsoft Office including Excel. Familiarity with website programming languages and content management systems would be an advantage.

LEARNING OBJECTIVES

- Enhance his/her understanding of education development in countries in the Asia-Pacific region especially on regional collaboration and coordination around SDG4-Education 2030;
- Gain practical knowledge on the role, functions and daily work of UNESCO and its contributions to Member States, particularly in the education sector;
- Gain useful knowledge and experience on international and regional development work.

ADDITIONAL INFORMATION

The assignment will entail programme and project administration and management support. The trainee will be expected to learn and acquire basic knowledge and skills in handling UNESCO's internal administration through on-the-job training and other tailored training opportunities.