

UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Duration: 12 months

Location: Bonn, Germany

Organizational Unit: UNESCO-UNEVOC

Supervisor (name, title): Shyamal Majumdar, Head of Office

DESCRIPTION OF THE TRAINEESHIP

Assist in the area of knowledge development by, inter alia:

- Researching different areas, with relation to, inter alia: Greening TVET, ICTs in TVET, Youth employability, Skills development, teacher training etc.;
- Assist in promoting, maintaining and further developing the knowledge management tools of UNESCO-UNEVOC;
- Assist in the planning, preparation and execution of programmes, workshops and/or meetings
- Assist in conducting desk research on network related topics, updating network related information etc.

REQUIRED QUALIFICATIONS

Education: Master's degree

Subjects: in TVET, education, social sciences, knowledge management, economics or a related field

Language skills: Fluency in English is essential, knowledge of any other UN language is advantageous

Competencies and skills:

Good research and analytical skills, willingness to learn

Ability to pay attention to details and to work independently

Ability to work in a multicultural team

Good knowledge of Microsoft Office applications and internet research

LEARNING OBJECTIVES

Contributed to UNEVOC's knowledge development and mobilization;

Contributed to UNEVOC's knowledge management and information sharing;

Developed TVET capacities (professional level) in fulfillment of UNESCO's aim to support the Member States.

After the assignment the trainee will have:

- Acquired an in-depth knowledge of the functioning of UNESCO-UNEVOC;
- deepened and widened his/her understanding of TVET from an international perspective;
- Deepened their understanding of knowledge development and knowledge management in general and of specific online tools;
- Acquired in-depth knowledge of TVET programmes and how they relate to UNESCO's areas of competence;
- Learnt how to deal with diverse stakeholders via the UNEVOC Network.
- Attained project management skills: setting particular objectives and develop appropriate mediation, monitoring and evaluation objectives;
- Gained solid working knowledge of an intergovernmental organization;
- Strengthened his/her analytical, communication, negotiation and interpersonal skills, in an international and multi-cultural environment.

ADDITIONAL INFORMATION