

# UNESCO Sponsored Traineeship Programme

## Terms of Reference

### GENERAL INFORMATION

**Duration:** 12 Months

**Location:** UNESCO, HQs Paris, France

**Organizational Unit:** Education Sector, Executive Office, Desk for Education in Emergencies

**Supervisor (name, title):** Kerstin Holst, Coordinator

### DESCRIPTION OF THE TRAINEESHIP

- Assist in conducting a mapping of good practices, tools and references on the use of ICT in education in emergencies.
- Assist in conducting a mapping of good practices, tools and references on providing skills training in emergency settings.
- Assist in establishing a database for the findings in the above mapping exercises that will serve as reference for future UNESCO education in emergencies initiatives.
- Provide support for the Desk for Education in Emergencies
- Carry out any other duty considered relevant to the Unit.

### REQUIRED QUALIFICATIONS

**Education:** Advanced university degree (Master's or equivalent). A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

**Subjects:** Preferably in the field education, humanitarian issues or in another related field.

**Language skills:** Excellent knowledge of English (written and oral). Good knowledge of French would be an asset.

**Competencies and skills:**

- Excellent communication skills
- The capacity and willingness to be flexible and accommodating in order to respond to unpredictable emergency situations.
- Politically and culturally sensitive with qualities of patience, tact and diplomacy
- Excellent drafting skills in English.
- Commitment to the aims and principles of UNESCO

## LEARNING OBJECTIVES

The trainee will acquire the following:

- comprehensive knowledge of best practices of the use of ICT in education in emergencies as well as in skills training initiatives in emergency situations;
- good understanding of UNESCO education in emergencies efforts at field level;
- good understanding of the functioning of the coordination mechanisms for education in emergencies;
- Gained solid working knowledge of the functioning of an intergovernmental organization.

## ADDITIONAL INFORMATION