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**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**Trainee in Education**

**GENERAL INFORMATION**

**Duration:** 12 months

**Location:** Dhaka, Bangladesh

**Organizational Unit**: DHA/Education

**Supervisor:** Sun Lei, Education Specialist

**DESCRIPTION OF THE TRAINEESHIP**

UNESCO as a mandated organization closely works with the government to both shape as well as achieve its development objectives by acting as a catalyst for international cooperation. The UNESCO Dhaka Office’s image as a credible development partner of Bangladesh works in the fields of education, culture, communication and information, through effective collaboration with government authorities, NGOs and INGOs, civil society, and development partners in developing and implementing policies and international commitments, providing technical and resource support, and fostering strong partnerships.

In the field of education, UNESCO has been supporting Bangladesh in providing technical support to:

* Enhance the capacity of ministries of education and their relevant bodies for sector-wide policy, planning, programme development, implementation and monitoring, including data strengthening in light of SDGs.
* Localize and implement SDG4 in Bangladesh through its programme of Capacity Development for Education in Bangladesh (CapED) and regular programme, to enhance the national capacities in achieving the national education objectives in line with SDG4 targets.
* Improve education quality through teacher education and training, curriculum development, and using ICTs in the teaching and learning practices.
* Improve quality literacy and lifelong learning through non-formal education such as community learning centers in alignment with the Non-Formal Education Act 2014 and the 7th Five Year Plan.
* Ensure rights to education especially for girls, women, people with disabilities and ethnicity as well as education in emergencies.

Within this context of education sector, the incumbent will support Education Unit of UNESCO Dhaka Office, to:

* Provide support for education related projects and activities implemented under UNESCO Dhaka in Bangladesh especially ICTs in education, lifelong learning, Global Citizenship Education and Technical and Vocational Education;
* Support Education Sector in promoting SDG4-Education 2030 to ensure equitable and inclusive quality education and lifelong learning opportunities for all;
* Support UNESCO Education Sector in partnership and resource mobilization effort;
* Assist in the UNESCO Dhaka Office Education Unit in collecting information for update of education activities in UNESCO Dhaka Office’s website;
* Assist in organizing consultative and training workshops, discussion sessions related to education projects and events;
* Contribute to the compiling, drafting and proofreading of the relevant reports and publications on education component;
* Carry out any other duty considered relevant to the experience he/she needs to acquire.

**REQUIRED QUALIFICATIONS**

**Education:**

* Preferably, university postgraduate degree from university.

**Subjects:**

* Preferably in education and other Social Sciences, or Development Studies.

**Language skills:**

* English (verbal and written).

**Competencies and skills:**

* Capacity to be multi-task and proactive.
* Able to work under tight deadlines.
* Excellent IT skills to carry out the work.

**LEARNING OBJECTIVES**

* Acquire in-depth knowledge of Education programme related to UNESCO’s area of

competence.

* Learn how to deal with diverse stakeholders.
* Gain solid working knowledge of operations of an intergovernmental organization
* Strengthen analytical, and interpersonal skills.

**ADDITIONAL INFORMATION**