****

**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**Trainee in administration and procurement**

**GENERAL INFORMATION**

**Duration:** 12 months

**Location:** A regional Field Office of UNESCO

**Supervisor: Administrative Officer**

**DESCRIPTION OF THE TRAINEESHIP**

* Support procurement and purchasing of goods and services for projects and programmes in line with organizational rules, regulations, policies and procedures and establishment of long-term agreements; review list of providers and expand their reach; develop terms of reference, specification and evaluation criteria and participate in evaluation of request for proposals/quotations.
* Develop an on-going plan for human resources development for the Office staff in line with strategy of the Office with particular emphasis on enhancing the procurement, evaluation, fund raising capability of the staff.
* Aid and promote records management, inventory management and state-of-art technology administrative applications such as UNESTEAM.
* Strengthen and coordinate UNESCO’s collaboration with partners by providing logistical support for meetings with the aim of fulfilling the needs of participants and administrative platform for establishment of fundraising opportunities. This includes developing website to seek donations and developing marketing activities that will generate extra budgetary resources while bolstering the achievement of overall programme objectives.

**Expected contribution (major expected outcomes):**

* Enhance programme implementation, fund raising, procurement and human resource management.
* Effective use of technology and UNESCO applications to meet needs of beneficiaries.
* Improvement of records and inventory management.
* Application of public administration to increase convergence between the community and UNESCO.

**REQUIRED QUALIFICATIONS**

**Education:** Advanced university degree.

**Subjects:** Financial, public and business administration management, economics or related field.

**Language skills:** Fluency in English. Knowledge of French or Spanish or Arabic will be considered an asset.

**Competencies and skills:**

**Competencies:**

Professionalism, client oriented, teamwork, responsible for quality and error prevention.

Experience in public financial management or related will be an asset.

**Skills:**

Word processing, spreadsheet, presentation and email software. The fellow creates and maintains electronic databases of information, conducts intranet/internet searches and carries out electronic file maintenance.

**LEARNING OBJECTIVES**

* Acquisition of practice on UNESCO administrative procedures and of skills to improve programme delivery, public management and communication.
* Understanding of the mission, activities and resource management of UNESCO.

**ADDITIONAL INFORMATION**