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**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**Trainee: Programme Support**

**GENERAL INFORMATION**

**Duration:** 12 months

**Location:** Paris, France

**Organizational Unit**: Division for Cooperation, Intersectoral Follow-Up and Partnership, Africa Department, Sector for Priority Africa and External Relations (PACS/AFR)

**Supervisor:** Jaya S. Conhye-Soobrayen, Programme Specialist (PAX/AFR/CIP)

**DESCRIPTION OF THE TRAINEESHIP**

Under the overall authority of the Programme Specialist, Division for Cooperation, Intersectoral Follow-Up and Partnership, and guidance of the Director of Division, the trainee shall:

* Support programme implementation by assisting in the preparation and organization of events and meetings.
* Contribute to promoting intersectoral follow-up and partnership (education, culture, natural sciences, social sciences, communication and information) for Priority Africa;
* Conduct research, provide support and inputs for working papers, project documents and proposals, etc.
* Provide support in any other administrative tasks assigned by the Director and the Programme Specialist.

**REQUIRED QUALIFICATIONS**

**Education:** enrolled in or completedadvanced university degree (Master degree or equivalent)

**Subjects:** areas related to UNESCO’s filed of competence, in particularSocial and Human Sciences, Political Sciences, International Relations, Development or other related fields

**Language skills:** Excellent knowledge of English, both written and oral is required. A working knowledge of French is desirable.

**Competencies and skills:**

* Good interpersonal skills and ability to work effectively in a multi-cultural environment.
* Excellent coordination, organizational and time management skills.
* Very good IT skills, including knowledge of Office software and of multimedia applications.
* Analytical skills, ability to collect and compile information.
* Demonstrated ability to plan strategically, to research in the thematic areas related to intersectoral cooperation and partnerships in and for Africa.

**LEARNING OBJECTIVES**

By the end of the traineeship, the trainee shall:

1. Understand how UNESCO fulfills its mandates as a UN specialized agency, in particular gain good knowledge of the functioning of the Sector and the Division in supporting the operations of the Organization.
2. Acquire knowledge and skills related to management and resource mobilization involving multi-stakeholder partnerships.
3. Gain working experience as well as professional skills in coordination and communication.
4. Develop skills to work effectively in an intercultural environment.

**ADDITIONAL INFORMATION**