UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Title: Culture|2030 Indicators trainee

Organizational Unit: Culture Sector (CLT), World Heritage Centre, Culutre|2030 Indicators Team

Location: Paris, France

Supervisor (name, title): Jyoti Hosagrahar, Deputy Director of World Heritage

DESCRIPTION OF THE TRAINEESHIP

Under the overall authority of the Assistant Director-General for Culture (ADG/CLT), the direct supervision of the Deputy Director of World Heritage, the trainee shall assist the *UNESCO Culture|2030 Indicators* implementation in the relevant countries and cities in close cooperation with the team members responsible for the planning and coordination of the activities:

- Assist team members in their activities to support the roll out of the UNESCO Culture|2030 Indicators globally including implementation in partner countries and cities.
- Assist in the elaboration as well as drafting of external and internal project communication for the UNESCO Culture|2030 Indicators, as well as World Heritage and Sustainable Development including for the dedicated website and communication tools.
- Assist in reviewing and updating capacity building material developed for the programme.
- Assist team members in the processes of producing Culture Profiles for the relevant countries and cities, supporting in the selection of visual content and tracking revision rounds.
- Support the logistical organization and smooth running of workshops as needed.
- Assist in updating content for the Culture|2030 Indicators Data Bank.
- Assist in preparing as needed draft documents/ presentations on UNESCO Culture|2030 Indicators, World Heritage and Sustainable Development.
- Assist in any other related tasks.

REQUIRED QUALIFICATIONS

Education: Advanced university degree (Master's degree or equivalent) or currently pursuing in Economics, information science, management, urban planning, geography, or any culture related field or international relations.

Experience (if any): Sustainable Development, Cultural heritage, Public Policy, Planning, Economics, Political Science, Project Evaluation or Statistics

Language skills: Excellent knowledge of either English or French and good knowledge of the other language desirable. Knowledge of any other official UN language is an asset.

Competencies and skills:

- Strong written and oral communication skills; with ability to draft high-quality, clear and concise documents and reports;
- Good interpersonal skills and team player;
- Adaptation skills to work harmoniously in a multicultural working environment; Ability in dealing with data and archiving information;
- Familiarity with project evaluation and management tools;
- Familiarity Quantitative and qualitative data analysis;
- Familiarity Data visualization techniques; and with relevant computer software

LEARNING OBJECTIVES

- Enhance knowledge of World Heritage, Culture, cultural data and Sustainable Development Goals;
- Develop communication skills;
- Develop capacities to build materials for workshops;
- Develop organization capacities;
- Enhance of knowledge of data and digital tools;
- Enhance drafting skills;
- Increase knowledge of an international organization and ability to work in a multicultural environment and with different working methods

ADDITIONAL INFORMATION

The UNESCO Culture|2030 Indicators is a framework of thematic indicators whose purpose is to measure and monitor the progress of culture's enabling contribution to the national and local implementation of the Sustainable Development Goals and Targets of the 2030 Agenda for Sustainable Development. The initiative is integrated into UNESCO's Programme and Budget for 2026-2027 (43 C/5) and the work on it across the Culture Sector is led by the Deputy Director of World Heritage. The UNESCO Culture|2030 Indicators provide a conceptual framework and methodological instruments for countries and cities to assess the contribution of culture to the SDGs as part of the existing implementation mechanisms of the 2030 Agenda at the national or local levels. The framework assesses both the role of culture as a sector of activity, as well as the transversal contribution of culture across different SDGs and policy areas. Since its launch in 2021, 28 countries and 29 cities worldwide have joined the initiative, systematically gathering verifiable culture data and informing policy formulation

More information available on the website:
https://whc.unesco.org/en/culture2030indicators/

UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Title: Trainee – Intercultural Dialogue and Inclusion

Organizational Unit: UNESCO Social and Human Sciences Sector; Inclusion, Rights and Intercultural Dialogue Section

Location: Paris, France

Supervisor (name, title): Euan Mackway-Jones, Programme Specialist and Lead for Intercultural Dialogue, Social and Human Sciences Sector

DESCRIPTION OF THE TRAINEESHIP

Within this context, the Trainee will be responsible for:

- Support the strategic design, development and implementation of programmes and activities that advance dialogue as a tool for inclusion, social cohesion and sustainable peace, including research, capacity-building, technical assistance, policy engagement and advocacy at global, regional and country levels.
- Develop and manage work plans, implementation strategies, budgets and programme documentation, ensuring coherence between thematic priorities, operational delivery and resource mobilisation objectives.
- Undertake research and analytical work on global trends, emerging practices and evidence in intercultural dialogue, conflict transformation, digital ethics and related fields, translating insights into strengthened programming and internal learning.
- Map and cultivate relationships with prospective donors and strategic partners; coordinate and contribute to the preparation of high-quality fundraising proposals, concept notes and narrative reporting.
- Establish and sustain partnerships for knowledge-sharing, technical cooperation and coordinated action with regional, international and local organisations, development partners, academic institutions, government counterparts and relevant UN interagency mechanisms.
- Support the planning and delivery of key global events, policy exchanges and flagship initiatives hosted by the Inclusion, Rights and Intercultural Dialogue Section, notably the annual Global Forum Against Racism and Discrimination.
- Contribute to country-level programming that leverages intercultural dialogue to build trust, strengthen resilience and address identity-based tensions, particularly in fragile and conflict-affected contexts, including Sri Lanka, Ukraine, Rwanda and South Sudan.
- Support the development of an emerging workstream focused on advancing intercultural approaches to digital ethics and digital skilling, promoting critical reasoning, civic responsibility and inclusive engagement in contested digital spaces.

- Coordinate and draft reports, briefing notes, memoranda, strategic papers and communications materials — including web and social media content — to ensure effective internal coordination, external visibility and knowledge dissemination.

REQUIRED QUALIFICATIONS

Education: Master Degree in the Social or Human Sciences (social and human sciences, human rights, international relations, economics, gender studies, social communication, education or other relevant field). A first-level university degree in combination with additional two years of relevant experience may be accepted in lieu of an advanced university degree.

Experience (if any): Experience in international settings preferable but not required

Language skills: Excellent knowledge of English. Knowledge of French desirable, and other UN languages an advantage.

Competencies and skills:

- Good analytical/synthesis skills, including the writing and editing of papers for publication.
- Excellent (oral and written) communication skills, including the ability to draft and produce a variety of written material in a clear and concise manner
- Knowledge of e-learning tools and methods
- Excellent organizational skills
- Ability to work effectively in a team and to maintain good working relations within a multi-cultural environment
- Ability to work independently, take initiative and learn quickly and on the job.

LEARNING OBJECTIVES

During the assignment, the Trainee will be able to:

- gain insight and experience from working in a specialized United Nations organization, including its mandates and organizational culture;
- learn about the global and country-level work of an institution engaged in efforts to promote and strengthen intercultural dialogue;
- learn technical skills to integrate intercultural dialogue in efforts to support peace, conflict prevention and human rights;
- acquire experience in the communication of policies and plans;
- develop interpersonal skills in interacting with partners from various regions, languages, religions, and cultures.

ADDITIONAL INFORMATION

Background to the work of the Social and Human Sciences Sector

The social dimension of the 2030 agenda is critical and often undersupported. In order for sustainable development to be realised and achieved, it is important that issues of social inclusion, equality, human rights, and participation are considered within development efforts,

underpinned by the appropriate knowledge and ethical reflection needed to render such efforts successful. To support this vision, the Inclusion, Rights, and Intercultural Dialogue Section of the Social and Human Sciences Sector at UNESCO manages a cross-cutting portfolio of research, capacity-building, and advocacy to held build more inclusive and sustainable communities.

Background to UNESCO's engagement on Inclusion and Dialogue

Learning how to live together in a world of increasing diversity has emerged as one of the pressing challenges of our time. Contact between different groups is growing, fuelled by a rise of violent extremism and conflict , resultant displacement and migration , and increasing economic interconnectedness and technological connectivity. Against this backdrop, the importance of reinforcing the values, institutions and skills which promote dialogue as a means of building the trust, understanding and respect needed to prevent and peacefully resolve inter-community conflict, is increasingly apparent. We know that without this, the potential of diversity as a source of innovation and dynamism to advance inclusive and sustainable development will be lost, and the cost of violence – borne disproportionately by the world's poorest and most fragile countries – will continue to impede equitable progress.

See more here: https://www.unesco.org/en/interculturaldialogue

UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Duration: 6 months

Location: Perugia, Italy

Organizational Unit: SC/HYD/WWAP (World Water Assessment Programme)

Supervisor (name, title): Bhanu Raja Neupane, WWAP Programme Specialist

Preferred Starting Date: Mid-April OR Mid-September 2026

DESCRIPTION OF THE TRAINEESHIP

Under the overall authority of the Coordinator of the UNESCO World Water Assessment Programme (WWAP) the incumbent will focus on the implementation and provide strategic lead to the activities related to a) policy-science dialogue and advocacy and b) valorization of WWAP and United Nations World Water Development Reports (UNWWDR):

- Supporting the research and preparation of content for the United Nations World Water Development Report (WWDR), including data collection, analysis, and synthesis.
- Conducting literature reviews to support the development of thematic areas covered in the WWDRs.
- Supporting the identification and integration of relevant case studies, statistics, and best practices into the report.
- Reviewing and validation of data related to global water challenges, sustainability, and governance.
- Contributing to drafting concise summaries, policy briefs, and background materials to support WWDR development.
- Collaborating with senior researchers and stakeholders to ensure coherence and accuracy of findings in the report.
- Providing general support in organizing meetings, compiling documentation, and assisting in administrative tasks related to the report's preparation.

REQUIRED QUALIFICATIONS

Education: A Master's degree or Bachelor's degree in a relevant field with at least two years of professional experience may be considered.

Subjects: Field of study related to water resources management, earth sciences, or environmental engineering is required

Language skills: Excellent knowledge of English; knowledge of another UNESCO official language will be an asset.

Competencies and skills:

- Strong ability to work with an international team,
- Proven ability to establish and maintain partnerships with international stakeholders,
- Excellent organizational, coordination, and interpersonal skills,
- Solid understanding of international water agenda and Sustainable Development Goals,
- Strong analytical skills with the ability to collect, synthesize and interpret information,
- Effective communication and stakeholder engagement skills to interact with a wide range of partners,
- Proficiency in IT tools, including Microsoft Office Suite (Word, Excel and Powerpoint).

LEARNING OBJECTIVES

i. *Encourage to develop essential skills for independent learning in the field of water resources assessment, focusing on global water challenges, data-driven analysis, and policy implications for sustainable water management.*

ii. *Prepare for future societal challenges by fostering a deep understanding of water resources assessment, governance, and sustainability within the framework of SDGs.*

iii. *Help appreciate the complexity of water management systems, including underlying interdisciplinary approaches, in response to climate change, extremes and evolving water management needs.*

ADDITIONAL INFORMATION

Founded in 2000, UNESCO The World Water Assessment Programme (WWAP) seeks to equip water managers and key decision-makers with the information, data, tools and skills to effectively participate in the development of policies to improve the supply and quality of global freshwater resources. The primary product of the WWAP Secretariat is the UN World Water Development Report, a UN-Water flagship report on water resources related-issues, which is produced every year on a different topic.

The wealth of information compiled and produced by WWAP have a substantial impact at the policy and implementation level, only if these knowledge products of the Secretariat are shared effectively with policy and decision makers and other relevant stakeholder (e.g. researchers, NGOs, representatives of sectors outside the water domain). This could be done through mainstreaming actions and the use of innovative methods. This requirement necessitates the involvement of a specialist on policy, advocacy and valorisation.

https://www.unesco.org/en/wwap

UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Title: Sponsored Trainee – Science, Technology and Innovation

Organizational Unit: UNESCO Regional Bureau for Science and Culture in Europe

Location: Venice, Italy

Supervisor (name, title): Francesca Santoro, Senior Programme Officer (IOC)

DESCRIPTION OF THE TRAINEESHIP

Within the framework of UNESCO's work on **Ocean Literacy**, the trainee will contribute to strengthening education, communication and stakeholder engagement activities aimed at enhancing citizens' understanding of the ocean and promoting informed action for sustainable development.
Ocean literacy is increasingly recognized as a key enabler for addressing global challenges related to ocean sustainability, climate change, biodiversity, and responsible resource management. It is also a cross-cutting priority within UNESCO's mandate, linking marine science, education, culture, and communication.
The traineeship will take place in the context of the UN Decade of Ocean Science for Sustainable Development (2021–2030), which calls for increased societal engagement, knowledge-sharing and behaviour change to achieve "the ocean we want".
Within this context, the trainee will support UNESCO-IOC activities aimed at promoting ocean literacy initiatives, empowering youth and educators, strengthening networks of practitioners, and disseminating good practices at regional and international level.

Within this context, the incumbent will be responsible for:

- Assisting in the planning and implementation of ocean literacy activities, including webinars, workshops, training sessions and awareness-raising initiatives;
- Supporting the coordination of online knowledge-sharing spaces and communities of practice dedicated to ocean literacy, including preparation of meetings, follow-up with stakeholders, and documentation of outcomes;
- Contributing to communication and visibility efforts through the drafting of newsletters, website updates, social media content, and storytelling materials;
- Conducting background research and mapping of ocean literacy initiatives, best practices, educational resources and stakeholder networks;
- Assisting in monitoring and reporting activities, including data collection on participation, outreach and results achieved;
- Supporting cross-sectoral collaboration with other UNESCO programme areas, particularly Education and Culture, to advance interdisciplinary approaches to ocean sustainability.

REQUIRED QUALIFICATIONS

Education:

Advanced university degree (Master's degree or equivalent) in Marine Science, Environmental Studies, Sustainable Development, Education, Science Communication, International Relations or related field. A first-level university degree in combination with additional relevant academic or research experience may be accepted.

Experience (if any):

No experience required

Language skills:
Excellent knowledge of English; good knowledge of another UNESCO official language is an asset.

Competencies and skills:

- Good organizational and project design skills
- Excellent (oral and written) communication skills, including the ability to draft and produce a variety of written material in a clear and concise manner
- Ability to work effectively in a team and to maintain good working relations within a multi-cultural environment
- Demonstrated ability to take ownership of tasks and responsibilities, ensuring timely delivery of results while adhering to organizational policies and procedures.

LEARNING OBJECTIVES

During the assignment, the trainee will:

- Gain practical experience in the implementation of international ocean literacy initiatives within UNESCO and the UN system;
- Develop skills in organizing and supporting multi-stakeholder events and capacity-building activities;
- Learn how to design and implement communication strategies for sustainability and ocean-related programmes;
- Strengthen competencies in monitoring and reporting within results-based management frameworks;
- Acquire knowledge of the UN Ocean Decade and UNESCO's role in advancing ocean literacy globally;
- Enhance understanding of interdisciplinary programming linking science, education, communication and culture.

ADDITIONAL INFORMATION

The UNESCO Office in Venice is the Regional Bureau for Science and Culture in Europe with special focus on South-East Europe and the Mediterranean basin. As the only UNESCO field office in the region with a specific mandate on programme development and implementation, our task is to facilitate the advancement of the overall UNESCO programme. This is done through specialised as well as interdisciplinary actions in the field of culture and natural sciences, to foster sustainable development, dialogue, reconciliation, and cooperation, with

special focus on South-East Europe and the Mediterranean basin. The bureau includes an Antenna in Sarajevo, responsible for implementation of the activities in Bosnia and Herzegovina. It also has education expertise and hosts a component of the Intergovernmental Oceanographic Commission of UNESCO dedicated to Ocean Literacy.

Webiste: https://www.unesco.org/en/fieldoffice/venice?hub=66976

UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Title: Trainee – Education Data Analysis and SDG 4 Monitoring (Asia-Pacific)

Organizational Unit: UNESCO Institute for Statistics (UIS), Regional Field Network – Asia-Pacific (Bangkok)

Location: Bangkok, Thailand

Supervisor : Roshan Bajracharya, Senior Regional Advisor, UIS Asia-Pacific

DESCRIPTION OF THE TRAINEESHIP

The traineeship supports the UIS Regional Office in strengthening education data production, analysis, and reporting across Asia and the Pacific, contributing to improved data availability, quality, and use for SDG 4 monitoring.

Under the supervision of the Senior Regional Advisor, the trainee will support regional data activities and capacity development initiatives.

Main tasks:

- Support Member States in updating mappings to the International Standard Classification of Education (ISCED)
- Assist countries in compiling and submitting education data through UIS surveys
- Monitor data submission progress and support improvements in timeliness and completeness
- Conduct data verification and validation using UIS standards and tools
- Produce statistical outputs, analyses, charts, and visualizations for reports and presentations
- Contribute to preparation of capacity-building materials and support workshops
- Assist in communication and coordination with regional partners and Member States
- Perform other related tasks as assigned

REQUIRED QUALIFICATIONS

Education

- Bachelor's degree in education, statistics, data science, economics, social sciences, or a related field
- Enrollment in or completion of a Master's degree in a relevant field is an asset

Fields of study

- Education, statistics, data science, economics, social sciences, survey methodology, or related disciplines

Languages

- Excellent knowledge of English (written and spoken)
- Knowledge of Chinese or another UNESCO official language is an asset

Skills and competencies

- Proficiency in MS Excel; familiarity with MS Access is an asset
- Basic knowledge of statistical or visualization tools (e.g., R, Stata, Power BI)
- Ability to compile, clean, validate, and analyze datasets
- Strong analytical, organizational, and communication skills
- Ability to work effectively in a multicultural environment and meet deadlines

LEARNING OBJECTIVES

The trainee will gain:

- Practical experience in international education data collection, validation, and reporting
- Knowledge of ISCED, SDG 4 indicator frameworks, and UIS methodologies
- Skills in statistical analysis, data visualization, and reporting
- Experience supporting capacity-building and regional data initiatives
- Exposure to UNESCO operations, partnerships, and regional programming
- Professional networking opportunities with regional and international stakeholders

ADDITIONAL INFORMATION

The UNESCO Institute for Statistics (UIS) is the UN's official source of internationally comparable data on education and leads global SDG 4 monitoring.

The UIS Asia-Pacific Regional Office supports over 50 countries through data collection, capacity development, technical assistance, and regional partnerships to strengthen education data systems and inform policymaking.

For more information:
https://www.uis.unesco.org/en
https://databrowser.uis.unesco.org/