

Sponsored traineeship programme of UNESCO

Terms of Reference

GENERAL INFORMATION

Duration	: One (01) year.
Place	: Apia, Samoa (the Independent State of)
Unit (<i>division, section, unit</i>)	: UNESCO Office for the Pacific States (FU/API)
Supervisor (Name, Title)	: Nisha, Director of Office and UNESCO Representative to the Pacific States

DESCRIPTION OF THE SPONSORSHIP PROGRAMME

Background:

UNESCO is seeking to recruit a trainee to assist its Office for the Pacific States. The Office supports the UNESCO Members States in the Pacific to build their human and institutional capacities in the fields of Communication and Information, Culture, Education, Natural Sciences, and Social and Human Sciences. This work is coordinated with the National Commissions for UNESCO and in cooperation with the UNESCO Regional Bureaux, other UN Agencies, regional organizations for the Pacific, educational institutions and civil society. The Office will be looking at entry-points for partnership with the private sector too. This post is located in the Director's Office of FU/API. For more, visit: [Website](#), [Facebook](#), [Twitter](#).

Purpose: The trainee is required to support the UNESCO's work and learn from the experiences related to the web and social media communications, donor relationship building, promotion of the Office's work in the region. The trainee would be the Office's focal point for United Nations Country Team's Communication Group.

Supervision: The trainee will be supervised by the Director of the Office or a senior specialist and supported by through a range of practices, including:

- Through discussions, regular meetings and feedback in line with the planned performance outcomes and activities that will be established soon upon joining the Office;
- Including the trainee in the Office's Programme and Admin and Finance meetings, held once a month and other programmatic cooperation and collaboration working sessions;
- Holding a performance discussion close to the end of year and giving the trainee an opportunity to present their technical report of achievement in UNESCO in the UNESCO via the UNESCOMMUNITY.

Specific Tasks:

The incumbent will be primarily engaged in supporting the implementation of activities related to Office Communication, development of a proposal concerning ICTs, IT, AI and support office communication strategy, and communication. Subject to the skills and competencies match, s/he will specifically be working to:

1. *Development of a communication and visibility plan and implementation of the plan for the Office:*
 - Assist in development of a communication and visibility plan and its implementation.
 - Create audio-video outputs tailored to give visibility to UNESCO actions in the UN Joint Programmes and to the donors.
 - Adapt audio-video and outputs to be accessible for the persons with disabilities
 - Support learning management system management in the lifelong learning lab.
 - Conduct a feasibility study for setting up a crowd-funding platform for the lifelong learning lab.
 - Support the Director in advocacy, external relations and public outreach by establishing and maintain relationships with other UN agencies, government, media, civil society organizations and academia.
 - Supports integration of advocacy and communication strategies into all concept notes and proposals and report on their implementation.
 - Ensure corporate standards compliance on all the communications.

2. *Promotion of visibility of the Office's work achievements:*

- Assist in the outreach messaging and develop communication products to better contribute to awareness about the Office's work and UNESCO's mandate and achievements regionally, ensuring content is approved by the programme staff concerned and the director.
- Keep partners, as well as the public, well informed of the Office's projects and activities, success stories, and results.
- Conduct analysis and prepare infographics.
- Support World Days proclaimed by the UNESCO and UN International Days related to its fields of competence with special emphasis on those, which are directly relevant to the Pacific.
- Run online events (social media and website-based) on ICT and SDGs.
- Support preparation of a Quarterly Newsletter of the Office focusing on making it interactive and design other publications of the office, including research reports, briefs and brochures, banners, etc.
- Keep the website, intranet and social media handles of the Office well-functioning and updated.

REQUIRED QUALIFICATIONS

Education	: Master's degree or equivalent.
Disciplines	: Mass Communication, Information Communication Technology (ICT), Information Technology (IT), Artificial Intelligence (AI), or economics, social sciences with some software / programmer / developer / designer.
Language skills	: English
Competencies and skills	: The following qualifications are required:

Skills and Competencies:

- Proven strong academic record of accomplishment.
- Knowledge and understanding of ICT, IT and AI.
- Experience gathering and consolidating data and research for practical implementation,
- Excellent communication skills – written, oral and comprehension - in English language.
- High level of computer literacy, including of the office applications and designing skills.
- Experience in managing and updating website content and design.
- Some previous work experience in statistical analysis and infographics is advantageous.
- Proven analytical and report writing skills are advantageous.

Behavioral Competencies:

- Highly organized and self-motivated towards organizing and structuring various tasks and responsibilities;
- Creativity, flexibility and ability to work within deadlines;
- Maturity, initiative, tact and high sense of responsibility;
- Cultural-, gender-, religion-, race-, nationality- and age-sensitivity and adaptability;
- Positive approach to feedback and differing points of view ;
- Energetic and a positive, constructive attitude towards work ;
- Demonstrated ability to work in a team.

Preference will be for a minimum of two years of relevant work experience in the field of communications at the national or international level.

LEARNING OBJECTIVES

The traineeship will provide an opportunity for selected candidate to:

- build practical skills and develop experience working in an international organization;
- gain exposure to the international development effort;
- develop an understanding of UNESCO's development priorities and challenges;
- understand United Nations related communication and collaboration processes;
- develop specific skills in project, activity and event planning and development;
- meet a range of United Nations Organizations and understand their work; and
- gain experience that is useful to live and work in isolated locations.

This, in turn, would enrich UNESCO with trainees' unique inputs and perspectives. The experience will also help the office improve its support to the trainees.

ADDITIONAL INFORMATION

No travel on official duty is foreseen for the trainee.

Apia and surrounding villages where the trainee may choose to leave are safe. However, precaution and compliance with the UN Safety and Security rules, procedures and guidelines are to be maintained at all times.

Cost of living in Samoa is high. Trainees and volunteers are expected to live in manner that is similar to that of ordinary Samoan and are advised to manage money wisely.

Mobile phone and internet connectivity work well in most parts of the country.

Trainees and volunteers are placed in a low cost guest house when they arrive after which they could choose a place they want to live in. Places available on rent are generally furnished with basic furniture. Trainees and volunteers normally live and it is advisable to live in a shared house or guesthouse in a place closer to UNESCO staff members or not far from the office.

Food in Samoa consists primarily of taro, breadfruit, yams, potatoes, rice, canned corn beef, fish, chicken soup, taro leaves, some fresh vegetables, and beef. Typical fruits are papayas, bananas, coconuts, mangoes, and pineapples. Fresh vegetables and fruits, especially, imported ones are expensive products. Most trainees and volunteers cook their own meals.

Buses are the common means of transport, have reasonably priced fares, and run frequently from 6:00 to 18:00 hours. Buses to rural villages are often crowded and generally uncomfortable but usually reliable. Taxis are easily available.

Social life of most Samoans revolves around the church, and the household. Village life is generally relaxed. Trainees and volunteers tend to mix easily with their local counterparts as well as develop their own to-do weekend and holiday lists.

Samoa is not formal about dressing but inappropriate casual wear and behaviour would affect how trainees and volunteers are received. It is advised that the trainees and volunteers wear shirt or t-shirt, lava lava (a wraparound skirt for men), minimum knee-length shorts, short-sleeved shirts or tops, mid-length or long skirt / dresses, etc.

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Specific Tasks:

The incumbent will be primarily engaged in supporting the implementation of activities through planning, monitoring, evaluation (PME) and reporting activities. S/he will specifically be working to:

1. Planning:

- Support planning of result-based projects, workplans, programmatic procurement and implementation.
- Support writing of result-based proposals.
- Develop project performance indicators; monitoring and evaluation (M&E) frameworks; and Results Monitoring Plan.
- Establish/refine monitoring systems and tools to measure project progress.

2. Monitoring:

- Overall, ensure development of all monitoring, evaluation and reporting deliverables.
- Support all M&E data collection, analysis and reporting, including on performance indicators by staff and partners.
- Develop, track and update the Results Monitoring Plan to monitor the achievement of indicator targets and examine project or activity progress towards desired outcomes and impact

3. Evaluation:

- Contribute to the design and implementation of evaluation initiatives
- Act as the evaluation focal point.
- Utilize critical inputs, feedback, and assessments from evaluation partners to inform changes in programme approaches and proposals.
- Coordinate evaluations with partners and vendors, including design, data collection, management and analysis.
- Work with staff to collect information through online surveys, electronic interviews and/or beneficiaries.

- Conduct quantitative and qualitative data analysis and write reports.

4. Reporting:

- Manage all inputs and changes to the Results Monitoring Plan including setting out specific quantifiable performance indicators and targets for overall objectives.
- Write half yearly, annual and biennial reports.
- Contribute to newsletters and office communication.

REQUIRED QUALIFICATIONS

Education	: Master's degree or equivalent.
Disciplines	: Development planning; planning, monitoring and evaluation; or social or natural sciences, cultural studies, human rights, or public policy with specialisation in development planning; planning, monitoring and evaluation.
Language skills	: English
Competencies and skills	: The following qualifications are required:

Skills and Competencies:

- One or two years of experience in PME and reporting and/or related activities;
- Strong analysis and report-writing skills;
- Ability and willingness to work as a member of a team with people of different social, cultural and religious backgrounds, different gender, different professional experiences, and diverse political views
- Ability to integrate a gender perspective into tasks and activities;
- Ability to assess the situation and react rapidly, taking appropriate action;
- Capability to translate events and information into concise and accurate oral and written reports;
- High level of fluency in the English language, both oral and written;
- Very well-versed in using ICT, including Office applications, internet, intranet, etc.

Core values

- Commitment: Actively contributes to achieving organizational goals
- Integrity: Acts in consistency with the Organization's core values and organizational principles
- Diversity: Respects others and values their diverse perspectives and contributions
- Professionalism: Takes initiative, responsibility and applies careful judgment

Core competencies

- Accountability: Takes responsibility for own action and delegated work
- Communication: Actively works to achieve clear and transparent communication with colleagues and with stakeholders of the Organization
- Teamwork: Works effectively with others on common goals and fosters a positive, trust-based working environment
- Innovation: Develops ideas and approaches when required
- Result focus: Assumes accountability for the delivery of agreed results
- Planning and organizing: Works towards the achievement of goals in a structured and measured manner
- Knowledge sharing and improvement: Keeps abreast of new development and facilitates exchange
- Flexibility: Responds positively and effectively to changing circumstances in the interest of the Organization

LEARNING OBJECTIVES

The traineeship will provide an opportunity for selected candidate to:

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- gain exposure to the international development effort;
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This, in turn, would enrich UNESCO with trainees' unique inputs and perspectives. The experience will also help the office improve its support to the trainees.

ADDITIONAL INFORMATION

No travel on official duty is foreseen for the trainee.

Trainee would have leave as per the office procedures for the trainees.

Apia and surrounding villages where the trainee may choose to leave are safe. However, precaution and compliance with the UN Safety and Security rules, procedures and guidelines are to be maintained at all times.

Cost of living in Samoa is high. Trainees and volunteers are expected to live in manner that is similar to that of ordinary Samoan and are advised to manage money wisely.

Mobile phone and internet connectivity work well in most parts of the country.

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UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Duration: 12 months

Location: Montevideo, Uruguay

Organizational Unit: *Culture Sector, Montevideo Office (Argentina, Paraguay, Uruguay)*

Supervisor (name, title): Alcira Sandoval, Programme Specialist

DESCRIPTION OF THE TRAINEESHIP

Within the framework of the UNESCO Sponsored Traineeship Programme, the candidate will perform the following duties:

- Collaborate in implementing and monitoring activities in line with UNESCO's Culture Sector priorities and expected results
- Provide support in the implementation of the Culture Sector programme and conventions in Argentina, Paraguay and Uruguay, and other countries, as deemed necessary
- Assist in following up the communication strategy of the Sector and the Field Office
- Contribute to the drafting of the progress reports on extra-budgetary projects and regular programme activities
- -Participate in meetings with national and local partners to collaborate in the implementation of culture related activities
- Carry out any other duty considered relevant to the experience he/she needs to acquire

REQUIRED QUALIFICATIONS

Education:

Advanced university degree (Masters or equivalent) in culture and international relations related fields (e.g. architecture, history, archaeology, social sciences, culture and/or humanities, management, international relations). 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: Culture or related field.

Language skills:

- Fluent in Spanish (speaking and writing)
- Very good knowledge of English (speaking and writing)

Competencies and skills:

- Teamwork: “Ability to maintain effective working relations within a multi-cultural setting and to work effectively in team environment”
- Communication: “Ability to speak and write clearly and effectively”
- Planning and organizing: “Ability to develop clear goals that are consistent with agreed strategies”
- Commitment to Continuous Learning: “Ability to keep abreast of new developments in own occupation/profession”
- Respect for Diversity: “Works effectively with people with diverse backgrounds”

LEARNING OBJECTIVES

At the end of the assignment the fellow will have:

- Acquired an in-depth knowledge of the culture Sector of UNESCO
- Learnt how to deal with diverse stakeholders in order to guarantee the effective implementation of projects
- Attained field project management and follow up; develop appropriate mediation, monitoring and evaluation mechanisms
- Gained solid working knowledge of the operations of an intergovernmental organization
- Strengthened his/her analytical, communication, negotiation and interpersonal skills
- Acquired the ability to successfully bring onboard new funding partners

ADDITIONAL INFORMATION

The Regional Office of UNESCO in Montevideo (Uruguay) covers the MERCOSUR sub region: Argentina, Paraguay and Uruguay, assisting Member States in the fields of Education and Culture; and the Latin America and the Caribbean region (34 countries) doing so in the fields of Natural Sciences, Communication and Information and Social and Human Sciences. UNESCO-Montevideo implements the strategy and priority programmes established by Member States for these countries.

The Culture Sector of UNESCO-Montevideo works in consonance with the Sustainable Development Goals of the 2030 Agenda. Additionally, human rights and gender equality are cross cutting themes for all UNESCO sectors.

To ensure that culture takes its rightful place in development strategies and processes, UNESCO has adopted a three-pronged approach: it spearheads worldwide advocacy for culture and development, while engaging with the international community to set clear policies and legal frameworks and working on the ground to support governments and local stakeholders to safeguard heritage, strengthen creative industries and encourage cultural pluralism.

The Culture Sector in Montevideo Office executes its actions through the Regular Programme of the Organization and Extra budgetary projects financed by strategic donors.

This position will offer the possibility of gaining professional experience based on academic background and possible previous work practice. It also brings the opportunity to gain experience in the multicultural atmosphere of an international organization.



UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Organizational Unit: UNESCO Office for the Caribbean

Location: Kingston, Jamaica

Supervisor (name, title): Paul Hector, Advisor for Communication and Information (CI)

BACKGROUND INFORMATION

The United Nations Educational, Scientific and Cultural Organization (UNESCO) Office for the Caribbean fits within UNESCO's decentralized field structure in Latin American and the Caribbean region and serves 20 countries and territories in the English and Dutch-speaking Caribbean. As United Nations specialized agency, UNESCO contributes to the United Nations Multi-Country Sustainable Development Cooperation Framework (UNMSDCF) for the English and Dutch-speaking Caribbean, through interventions in the fields of Education, Natural Sciences, Social and Human Sciences, Culture and Communications and Information.

UNESCO through its mandate in Communication and Information (CI) defends and promotes freedom of expression, media independence and pluralism, and the building of inclusive knowledge societies underpinned by universal access to information and the innovative use of digital technologies. Through capacity-building, policy advice, international cooperation, monitoring and foresight in the fields of freedom of expression, access to information, and digital transformation, UNESCO will continue to empower key actors with a view to ensuring that fundamental freedoms are guaranteed online and offline, in line with international standards. This is all the more relevant to ensure the ethical development and use of emerging technologies, which have a growing impact on all aspects of the world's societies. Citizens will also be empowered to enjoy these fundamental freedoms through the development of 21st century skills and the fostering of enabling environments for media pluralism and diversity.

DESCRIPTION OF THE TRAINEESHIP

Under the overall authority of the Director General of UNESCO delegated to the Director of the UNESCO Office for the Caribbean and under the direct supervision of the Programme Specialist, the incumbent will be responsible for the following activities and tasks:

- Conduct desk research, literature review, and provide inputs to support the elaboration of surveys, concept notes and project documents (including for resource



mobilization) relevant to the implementation of the CI Sector's Programme for the 2022-2023 biennium (Please see the links to the 41C/5) below). Priority areas include media development and access to information and knowledge, youth engagement, gender equity, digital skills and inclusion, documentary heritage, open solutions grounded in the contextual realities and priorities of Small Island Development States (SIDS);

- Support the implementation of selected activities (Caribbean-wide, national and trans-regional) including assistance in the organization of meetings and workshops – whether virtual, hybrid or in-person - and the preparation of publications;
- Contribute to the CI programme's visibility (e.g. preparation of news articles and web stories, Facebook posts, audiovisual elements etc.) and reporting; and
- Support the expansion and maintenance of the CI Database (partners, calendars of events, key partners and contacts, calls for project proposals etc.).
- Perform any other tasks, as needed.

Expected contribution (major expected outcomes):

1. Enhance CI's programme implementation, visibility and outreach;
2. Enhance CI's engagement with stakeholders; and
3. Support CI's resource mobilization efforts.

REQUIRED QUALIFICATIONS

Education: Bachelor's degree or equivalent

Subjects: Preferably in subject areas relevant to the mandate of the Communication and Information Sector

Language skills: English (fluency – Reading, Writing, Speaking, Understanding); French and Spanish language skills would be an asset.

Competencies and skills:

- Teamwork: Works collaboratively with colleagues to achieve organizational goals;
- Communication: Speaks and writes clearly and effectively;
- Technology: Good Knowledge and skills in the use of desktop software (email, internet, office applications); social media, search, audio-visual and online analytical tools;
- Experience in primary and secondary research and preparation of surveys



LEARNING OBJECTIVES

- Acquire knowledge and familiarity with the history, socio-economic and political development issues in the Caribbean Small Island Developing States and understand UNESCO responses that can support the achievement of national and 2030 sustainable development goals (SDGs);
- Develop UN competencies (professionalism, teamwork, communication) and skills (planning and organizing);
- Understand UNESCO programmes and areas of work; as well as their synergies and interactions with other aspects of UNESCO's work;
- Develop an understanding of the 2030 SDGs, the ongoing UN reform and its implementation at the country level and how UNESCO's actions contribute to these processes;
- Acquire familiarity with UNESCO's internal administrative procedures and an understanding of UNESCO's modes for building partnerships, interacting with donors, UN Agencies, as well as related cooperation modalities.
- On completion of the sponsored internship, the candidate should be well prepared to successfully compete for entry-level positions at UNESCO and/or related opportunities in other UN bodies.

ADDITIONAL INFORMATION

- The CI Sector website provides a comprehensive overview of the programmes and topics undertaken by UNESCO Communication Sector:
<https://www.unesco.org/en/communication-information>
- The UNESCO Kingston Office website provides an overview of the priorities and programmes being addressed in the Caribbean:
<https://en.unesco.org/fieldoffice/kingston>
- 41 C/5 UNESCO Programme and Budget (Please refer to the sections on Programme V – Communication and Information):
<https://unesdoc.unesco.org/ark:/48223/pf0000380868>
- 41 C/4 UNESCO Medium-Term Strategy for 2022-2029:
<https://unesdoc.unesco.org/ark:/48223/pf0000378083>
- UNESCO and SIDS: <https://en.unesco.org/sids>

UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Duration: 12 months

Organizational Unit: UNESCO National Antenna in Angola

Location: Luanda, Angola

Supervisor: Mrs. Yvonne MATUTURU, Head of the Social and Human Sciences Sector, UNESCO Regional Office for Central Africa

DESCRIPTION OF THE TRAINEESHIP

The **Biennale of Luanda - Pan-African Forum for the Culture of Peace** is a joint initiative of the United Nations Educational, Scientific and Cultural Organization (UNESCO), the African Union (AU) and the Government of Angola, which is part of the implementation of the *"Plan of Action for a Culture of Peace in Africa/Let's Move for Peace"* adopted in March 2013 in Luanda, Angola, at the Pan-African Forum *"Sources and Resources for a Culture of Peace"*.

The Biennale was established by Decision 558/XXIV, adopted in 2015 at the 24th Session of the Assembly of Heads of State and Government of the African Union, requesting the African Union Commission (AUC) to work towards its organization, in consultation with UNESCO and the Government of the Republic of Angola.

The initiative strengthens the implementation of Goal 16 and 17 of the United Nations 2030 Agenda for Sustainable Development and of the 7 Aspirations of the African Union's Agenda 2063, in particular: "The Agenda for Peace" and the flagship project "Silencing the Guns by 2020", which has been extended until 2030. The Biennale also contributes to the implementation of UNESCO's Operational Strategy for Priority Africa (2022-2029), intended to provide African responses to the transformations affecting the economies and societies of the continent. The overall objective of the Luanda Biennale is to strengthen the **Pan-African Movement for a Culture of Peace and Non-Violence**.

Working under the overall authority of the Director of the UNESCO Regional Office for Central Africa in Yaounde, the supervision of the Head of Social and Human Sciences Sector and the International Coordinator of the Biennale of Luanda, the trainee will perform on the following tasks:

- Contribute to the design and implementation of the third edition Biennale of Luanda - Pan African Forum for the Culture of Peace (2023 edition).
- Contribute to the follow-up of the activities of the Alliance of Partners providing support in building long-term partnership as well as mobilizing partners to join the Alliance of Partners.
- Contribute to the mobilization of extra-budgetary resources by preparing concept notes; organising meetings with potential donors and partners; following up efficiently to meetings (e.g. drafting and sending meeting minutes and documents);
- Support the drafting and editing of documents (briefings, presentations, reports, etc.)

- Perform any other tasks that may be necessary for the successful completion of the above and related functions, or that contribute to the work of the UNESCO Antenna in Angola.

REQUIRED QUALIFICATIONS

Education: Bachelor/Master

Subjects: Social and Human and Sciences, Violence Prevention and Conflict Resolution, Communication and Event Planning

Language skills: Excellent knowledge of English or French; Knowledge of Portuguese is highly recommended.

Competencies and skills: Ability to work in a team and respect for diversity; accountability and commitment to continuous learning; planning and organizational skills; communication

LEARNING OBJECTIVES

The selected trainee is expected to:

- Acquire (if not strengthen) knowledge of UNESCO and the UN system.
- Become familiar with UNESCO's strategic documents, especially those under Priority Africa.
- Learn to work with a multitude of partners in Africa (Governments, Civil Society Organizations and Academia, Private Sector, International Organizations, etc.).
- Contribute to the successful implementation of a major pan-African initiative (Luanda Biennale for the Culture of Peace).

ADDITIONAL INFORMATION

Expenses/Cost

All cost such as living expenses travel, visa application fees and any other cost relate to the internship MUST be borne by the intern unless provided for a sponsoring institution. UNESCO will incur NO cost except for travel that is related to the implementation of projects in Cameroon for which the intern is assigned.

Status in the UN

Gratis personnel are not considered as staff members.

For more information about the Biennale of Luanda, please visit:

<https://www.unesco.org/biennaleluanda/2021/en>

UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Duration: 12 months

Organizational Unit: Social and Human Sciences Sector, UNESCO Regional Office for Central Africa

Location: Yaounde

Supervisor (name, title): Mrs. Yvonne MATUTURU, Programme Specialist, Head of the Social and Human Sciences Sector of UNESCO Regional Office for Central Africa

DESCRIPTION OF THE TRAINEESHIP

The UNESCO Multisectoral Regional Office for Central Africa (ROCA) in Yaounde through its Social and Human Sciences (SHS) Sector is seeking to recruit a trainee to assist the Sector's regular programme and extra-budgetary programme activities. This will provide an opportunity for the selected candidate to develop practical skills, to gain knowledge of the international development field and experience in working in an international organization, and to deepen his and her understanding of UNESCO's mission and priorities. Through the SHS Sector, the ROCA Office seeks to support social transformation, contribute to the development of inclusive policies for societies, promote intercultural dialogue, sports for inclusion, human rights and youth engagement and empowerment as well as promoting Gender Equity and Equality in its covered region (Angola, Burundi, Cameroon, Central African Republic, Chad, Congo, Democratic Republic of Congo, Equatorial Guinea, Gabon, Sao Tome and Principe).

Under the direct supervision of the head of the SHS Sector, the trainee will provide sector-wide support on the sector's regular programmes (i.e., social inclusion and human rights, MOST component for the management of social transformations, gender, youth, bioethics & ethics and artificial intelligence and sport for peace and other values) and extrabudgetary programmes (e.g. the UNPRPD Disability Rights project and PBF-PRONEC¹ project). In this regard, the trainee will support in the development and implementation of programme activities and the Sector's day-to-day operations, in particular:

- Support youth engagement for democratic participation through their empowerment (capacity building, awareness raising) to promote a culture of peace and fight against violent extremism and racism.
- Support in the organization of meetings, conferences, training and workshops in the Sector's areas of competences (social inclusion, human rights, MOST component for the management of social transformations, gender equality, youth, bioethics & ethics and artificial intelligence, intercultural and intergenerational dialogue, Fit4Life Flagship programme, sports for inclusion and peace, culture of peace, etc.).
- Contribute with innovative ideas for the observance of International Days and other celebrations relevant to the Sector, notably for Youth (12 August), Peace (21 September), Non-Violence (2 October), Tolerance (16 November), Human Rights (10 December).
- Collaborate with team members to identify needs and generate innovative ideas to engage with and reach out to key audiences and stakeholders in support of the Sector's work, and assist in this regard in the design of project proposals for resources mobilization.

¹ PRONEC-REAMORCE: National Program for Civic Education through Moral Civic and Entrepreneurial Redevelopment

- Support on the review of reports of studies commissioned by the Sector for quality check and preparation of reports of meetings to various activities undertaken.
- Support communication, visibility and outreach on the Sector's activities.
- Carry out additional tasks that may be required to ensure success of the work of the Sector, in close collaboration with other Sectors and UN Agencies, as may be necessary.

REQUIRED QUALIFICATIONS

Education: Master's degree in human rights, peace and conflict resolution, sociology, anthropology, social work, law, political science, international relations, international development, or other degree related to social and human sciences

Subjects: Social and Human Sciences

Language skills: Excellent knowledge of English or French; Knowledge of another UN official language is an asset

Competencies and skills:

Excellent drafting capacity (reports, awareness raising and communication elements, etc.)

- Good knowledge of analysis of social issues and formulation of related solutions, notably for youth
- Good knowledge of project design, implementation, and monitoring
- Good communication and interpersonal skills are required for the traineeship
- Good ability to learn and adapt rapidly in a multicultural environment
- Experience or involvement on studies related to fight against radicalization and violent extremism will be an asset

LEARNING OBJECTIVES

The trainee will gain knowledge and experience through working on intersectoral collaboration on project development and implementation, and through involving in inter-agency activities and **One UN** dynamic working with colleagues/staff from other UN agencies (e.g. UNDP/RCO, UNFPA, UNICEF, UN WOMEN, ILO, etc.). Learning opportunities include:

- Better understanding of UNESCO's work, mandate and interventions through the work led by the Social and Human Sciences Sector and collaboration with other Sectors.
- Working with governments, UN Agencies, private sector, academia, civil society organizations and international organizations related to the advancement of peace and the 2030 Global Agenda of Sustainable Development.
- Engage with youth organizations to support their active engagement and inclusion for democratic participation and active citizenship.
- Practical skills for programme management including, strategic planning, project development, budgeting, implementation, monitoring and evaluation, reporting and communications using a Results Based management approach.
- Enhancement of work abilities in the UN environment, notably from the field perspective.

ADDITIONAL INFORMATION

Expenses/Cost: All cost such as living expenses travel, visa application fees and any other cost relate to the internship MUST be borne by the intern unless provided for a sponsoring institution. UNESCO Yaoundé Regional Office for Central Africa will incur NO cost except for travel that is related to the implementation of projects in Cameroon for which the intern is assigned.

Status in the UN: Gratis personnel are not considered as staff members.

For more information about the Office, please visit:

<https://fr.unesco.org/fieldoffice/yaounde>



UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Duration: Education

Location: Maputo

Organizational Unit: Technical and Vocational Education, and Life Skills

Supervisor (name, title): Marcos Cherinda, PO, STI/HER/TVET Sector Coordinator

DESCRIPTION OF THE TRAINEESHIP

Describe the main duties and tasks

The Technical and Vocational (TVET) and Life Skills programme in UNESCO Maputo Office promotes the free flow of knowledge and expertise by word and image, capacity building and institutional support, community and partners' empowerment through policy/strategy, advocacy and information sharing and dissemination. The Office TVET and Life Skills focuses on (1) the promotion and dissemination of TVET international standards in Mozambique; (2) promotion and Dissemination of a hybrid and ICT-based approach to TVET and Life Skills; (3) supporting international cooperation and partnership development in favor of the sub-sector and (4) promotion of TVET and Life Skills as a transformer in Mozambique socioeconomic development, through the use of appropriate technologies.

Duties and Responsibilities

Under the overall authority of the UNESCO Director-General, the supervision of the Head of the Office and the direct supervision of the designated Office Programme Officer, the trainee will **contribute to implementing** the Office support and cooperation Strategy with Mozambique and its people, by actively engaging in the Office teamwork as follows:

- Participate in the development of strategic and technical documents (concept notes, research instruments, visibility tools, partnership etc. in the field of TVET and Life Skills);
- Contribute to the Implementation of the TVET and Life Skills development program at all stages (from design to the monitoring reporting; analysis of driving/stumbling factors; challenges and opportunities);
- Participate in ensuring close coordination between the Office and Government institutions, the UN, civil society organizations and other partners, as well as the beneficiaries of TVET and Life Skills programme;
- Contribute to the Office support to partners and knowledge development's effort in favor Mozambique and its population;
- Take part in partnership development and resource mobilization;
- Participate in other Office work as maybe requested by the supervisor.

REQUIRED QUALIFICATIONS

Education: Master's Degree or equivalent

Subjects: Technical and Vocational Education, Economics and other related areas

Language skills: English. Portuguese would be an advantage.

Competencies and skills: Good command of information and communication technologies (ICT) including internet applications and life skills.

LEARNING OBJECTIVES

Describe the learning objectives of the traineeship. The Trainee would have acquired the following:

- i. Become exposed to UNESCO hands-on programme/project design and implementation in the field of Life Skills and Technical and Vocational Education (preferably ICT-based TVET);
- ii. Strengthened ability to enhance her/his communication skills with Maputo Office team members and with external technical and financial partners;
- iii. Increased knowledge and understanding of UNESCO/UN intervention values, principles and priorities especially in Mozambique and other Member States.

ADDITIONAL INFORMATION

UNESCO Maputo initiated its traineeship programme some years ago and welcomes Mozambican and international students from diverse academic backgrounds. Also, works with institutions and individuals with the dual aim of supporting them to acquire practical professional experience and allowing them to be directly exposed to its professional work environment in the five programme sectors i.e. Education (ED), Natural Sciences (SC), Human and Social Sciences (SHS), Culture (CLT) and Communication and Information (CI) of the Maputo Office.



UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Duration: 12 Months, 2023 - 2024

Location: Maputo

Organizational Unit: Communication and Information

Supervisor (name, title): Paul Gomis, Head of Office

DESCRIPTION OF THE TRAINEESHIP

Background and Context

Since 2019, UNESCO Maputo Office initiated a series of structural reforms aimed at improving the global quality of its delivery capacity and ultimately its performance. This includes a review of programme orientation and strategy, an adjustment of administrative and financial processes and a better alignment of the Office to the UNESCO global Transformation. The reforms ultimately aimed at better coping with the fast-changing environment and providing higher-quality support to the government and the people of Mozambique. In this regard and as a part of the reforms, the Office has opted to activate and/or revive all sectors, especially the Communication and Information Sector (CI) sector to support the Freedom of Expression and Freedom of Press and to support the implementation of the Maputo Office internal communication strategy.

Duties and Responsibilities

Under the overall authority of the UNESCO Head of the Office and the direct supervision of the designated Programme Officer, the trainee will contribute to implementing the Office support and cooperation Strategy with Mozambique and its people, by actively engaging in the Office teamwork as follows:

- Assist the CI programme needs assessment, design, and operational works of the Sector. This includes the organization of meetings, seminars, workshops, and visibility actions e.g., articles for the web, social media actions, press releases, taking and editing photos and other promotional or outreach materials.
- Contribute to the implementation of the communication strategy of the programme/project ensuring full visibility of the implemented activities and achievements of the project results.
- Assist in drafting official letters to partners, reports, briefings, information sheets, and background papers for meetings.

- Assist in the preparation and participate in any other programme activity as may be requested by the sector and/or the Office.
- Take part in partnership development and resource mobilization;

REQUIRED QUALIFICATIONS

Education: Graduate (or in the final phase of the graduation) preferably with specialization in Journalism, social media and/or connect areas and a solid Human Rights knowledge/background.

Subjects: Journalism, Communication and Information, International Relations, and other connected areas

Language skills: English (and Portuguese). French would be an advantage.

Competencies and skills: Good command of information and communication technologies (ICT) including graphic design.

LEARNING OBJECTIVES

Describe the learning objectives of the traineeship. The trainee would have acquired the following:

- i. Become exposed to UNESCO hands-on programme/project design and implementation in the field of Communication and Information;
- ii. Strengthened ability to enhance her/his communication skills with Maputo Office team members and with external technical and financial partners;
- iii. Increased knowledge and understanding of UNESCO/UN intervention values, principles and priorities, especially in Mozambique and other Member States.

ADDITIONAL INFORMATION

UNESCO Maputo initiated its traineeship programme some years ago and welcomes Mozambican and international students from diverse academic backgrounds. Also, works with institutions and individuals with the dual aim of supporting them to acquire practical professional experience and allowing them to be directly exposed to its professional work environment in the five programme sectors i.e. Education (ED), Natural Sciences (SC), Human and Social Sciences (SHS), Culture (CLT) and Communication and Information (CI) of the Maputo Office.