

Terms of Reference

GENERAL INFORMATION

Duration: 6 months to 12 months

Location: Dakar, Senegal

Organizational Unit: Regional Office for West Africa in Dakar - Education Sector

Supervisor (name, title): Guillaume Husson, Senior Education Specialist and Chief of

Education section

DESCRIPTION OF THE TRAINEESHIP

Under the overall authority of the Director of UNESCO Regional Office for West Africa in Dakar, the guidance and the direct supervision from the Chief of Education section, the trainee is expected to contribute to the work of the Education section, particularly **education for peace and sustainable development**, and will undertake the following tasks:

- a) To assist in research on issues related to education for peace and sustainable development and SDGs in Africa, especially West Africa Sahel, that will feed into documents such as briefings, concept notes, project proposals, reports and publications.
- b) To assist in the organization, preparation and follow-up of meetings and events related to education for peace and sustainable development.
- c) To assist in general communication, outreach and partnership-building in education for peace and sustainable development.
- d) To assist the section on various tasks related to its education and sub-programmes (e.g. desk research, meeting support, drafting of reports and processing of data).

REQUIRED QUALIFICATIONS

Education: Applicants must at the time of application meet one of the following requirements:

- Be enrolled in a graduate school programme (second university degree or equivalent, or higher)
- Be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent)

Subject knowledge: Education, Social Sciences, Environmental Sciences, Economics, or other related subjects

Values and competencies:

- Integrity, respect for diversity, professionalism
- Planning and organization
- Communication



- Teamwork and collaboration
- Excellent knowledge of French or English and a good knowledge of the other one. Knowledge of Portuguese language will be an asset

LEARNING OBJECTIVES

The trainee will:

- Gain knowledge and understanding of key education and development challenges, policies and practices in Africa, especially those related to education for peace and sustainable development
- Gain experience at a field office of a UN organization
- Gain experience in monitoring and evaluating the progress and outcomes of concrete projects and activities
- Gain knowledge and understanding of the functioning of the UN system in general, and UNESCO's mission and strategy in education

ADDITIONAL INFORMATION

West Africa faces multiple challenges in promoting peace and sustainable development, including poverty, climate change, food security, conflicts and violent extremism. It is one of the world's most vulnerable regions to climate variability and change. Warming across West Africa is greater than the global average, particularly in the Sahel, and impacts the rising sea level, coastal erosion, inundation and shifting rainfall patterns affecting livelihoods, food security, economic and social stability. West Africa faces forms of violence and threats such as terrorism, violent extremism, ethno-national conflict, election related violence and drug trafficking, compounded by social stresses such as population growth, youth inclusion, migration, displacement and lack of basic social services. To address the multidimensional challenges, it is important to mobilize all sectors. In particular, education has a key role to play in equipping children and youth with skills for life and work, and in nurturing responsible citizens who actively contribute to peace, social cohesion, inclusion, climate resilience and sustainability of communities and societies. Education for peace and sustainable can be transformative leverages in this regard, and should be integrated at all levels of education. While several dimensions of education for peace and sustainable development – including global citizenship education – are reflected in national education policies, plans and curricula in the West African countries, a more systematic support is needed to strengthen their capacities in integrating relevant content and adopting transformative approaches to teaching and learning. With teachers being facilitators of learning rather than knowledge transmitters, learners are encouraged to think critically and creatively, take initiative and make informed decisions, collaborate and act for peace and sustainable development.

UNESCO Regional Office for West Africa in Dakar (UNESCO Dakar) support Member States in actively engaging with issues related to education for peace and sustainable development, and promote sharing of related knowledge, experiences and resources among countries and partners so as to contribute to building a peaceful and sustainable future. In particular, UNESCO Dakar has been supporting Burkina Faso, Mali and Niger on strengthening the resilience and competencies of children and youth through education for peace and prevention of violent extremism in primary and secondary schools, technical and vocational training programmes and non-formal education; and assisting several countries,



including Cabo Verde, Mali and Senegal, in developing and implementing the <u>Education for Sustainable Development (ESD) for 2030</u> Country Initiatives, which are multi-stakeholder and multi-sector umbrella frameworks for action. The Trainee will support and help expand the work of UNESCO Dakar in education for peace and sustainable development, and will have opportunities to contribute to collaborations in West and Central Africa and beyond, including through the African Union Year of Education 2024.



Terms of Reference

GENERAL INFORMATION

Title: Sponsored Trainee – Education in Emergency **Organizational Unit:** Quito, Education, Programme

Location: Quito, Ecuador

Supervisor (name, title): Nicolás Reyes, Education National Programme Officer

DESCRIPTION OF THE TRAINEESHIP

Under the overall authority of the Director of UNESCO Quito Office, and the direct supervision of the National Programme Officer, the Sponsored Trainee will undertake the following tasks:

- 1. Coordinate to advance Education and Migration policy, develop activities, review project documents and coordinate institutional positions and actions through regular exchanges, knowledge management, and capacity building activities.
- 2. Contribute to policy processes, including on human rights, by providing technical inputs on education, emergency and migration, and actively participating in conferences, workshops and meetings related to the thematic area of expertise.
- 3. Contribute to support inclusive social development, fostering intercultural dialogue and promoting ethical and gender equality principles in relation to climate change mitigation and adaptation
- 4. Assist in the different emergency education initiatives promoted by the office, including the organization and development of the Education Working Group of the R4V platform in Ecuador, the Emergency Education cluster and other inter-agency coordination spaces.
- 5. Maintain partnerships with key stakeholders, including GTRM, and other stakeholders at the national and regional level.
- 6. Contribute to and facilitate the development and dissemination of relevant reports, publications, guidance documents, talking points, and briefings on emergency, migration and education policy
- 7. Compile and analyze the educational indicators, with emphasis on those related to the migratory process, considering national, regional and international sources.
- 8. Verify the entry of information in the data files generated to load data for the processing of program indicators, according to the guidelines issued by the monitoring coordination
- 9. Review and synthesize evidence from relevant scientific literature and draw inferences or applications for the Ecuadorian environment.
- 10. Support in the elaboration of technical proposals from the UNESCO Quito Office aimed at supporting the consolidation of Education in Emergencies in Ecuador.

REQUIRED QUALIFICATIONS

- **Education:** Applicants must have completed at least three years of full-time studies (first university degree or bachelor's degree or equivalent) at a university or equivalent institution prior to commencing the assignment.
- Bachelor's degree or equivalent in Education, International Relations, Economics,



Public Policy or similar; and accumulated professional experience is desirable

- Experience in governmental and non-governmental organizations related to education, education in emergency, social development or economic and social inclusion will be valued.
- **Subjects:** Education, Migration and Project Management (planning processes, monitoring and evaluation tools in projects)

Language skills:

English, Level: Fluent

Spanish, Level: Working knowledge

Competencies and skills:

- Knowledge of Education and Migration highly desirable
- Experience in implementing activities related to education, emergency and migration
- Experience with project management is desirable
- Understanding of the local context in Latin America (climate change, migration, social crisis) is desirable
- Be able to adapt to an international working environment and work effectively with people from different cultural backgrounds
- Good management of databases, social and financial indicators
- Be able to adapt to an international working environment and work effectively with people from different cultural backgrounds
- Ability to work in a multicultural and international context, openness and tolerance, respect for difference
- Have strong interpersonal and communication skills, and be able to work in teams
- Commitment and Motivation
- Commitment to Continuous Learning
- Ethics and Values
- Professionalism
- Self-Management

LEARNING OBJECTIVES

During the period of the Trainee Program, a successful candidate will develop a good understanding of:

- The UNESCO's mandate and programmes
- The international standards that regulate Education in Emergencies activities, as well as the inter-agency coordination mechanisms that exist for this purpose.
- The regulatory framework in Ecuador related to education, social security, inclusion, human mobility and gender
- Enhance their knowledge and consolidate their experience through practical work assignments related to monitoring and evaluation procedures in social projects
- Latin American and Ecuadorian reality and context
- Evaluation methodologies for social projects
- Monitoring tools for social projects



UNESCO is co-leader of the Education Working Group and the Education in Emergencies Cluster, two bodies that contribute to addressing the problems of educational continuity in emergencies. In addition, it participates in the inter-agency spaces of the United Nations system that deal with unexpected events.

The time zone in continental Ecuador is UTC/GMT - 5 hours. Ecuador is a country in Western South America, on the Equator. It is bordered to Colombia on the North, Peru on the South and East, and the Pacific Ocean on the West, with an area of 283,560 km2. The country is divided into four regions, namely: Costa, Highland region, Amazon region (Oriente) and Galapagos (islands).

The weather in Quito is a typical a subtropical highland climate. The city is at 2850 m above the sea level and has a fairly constant cool climate through the whole year due to its elevation and proximity to the Equator. Quito has mild days and cool nights almost all year round: the average temperature during the day is 22°C / 70°F and during the night 10°C/50°F.



Terms of Reference

GENERAL INFORMATION

Title: Marketing Communication Traineeship for Resource Mobilization and Partnerships

Organizational Unit: UNESCO Regional Office for UN Coordination for Latin America and the Caribbean, Education Program

Location: Santiago, Chile, UNESCO Regional Office for UN Coordination for Latin America and the Caribbean.

Supervisor (name, title): Mr. Valtencir Mendes (PhD), Education Programme Specialist Chief of Education

DESCRIPTION OF THE TRAINEESHIP

UNESCO Office in Santiago works its five programmatic areas (education, natural sciences, social and human sciences, culture, communication and information), to contribute to the achievement of the Sustainable Development Goals in Latin America and the Caribbean.

UNESCO's Programme offers a wide range of different entry points for solid and mutual benefiting partnerships in areas where the Organization has leadership, recognized expertise and comparative advantage. It also offers unique opportunities for innovative ideas and flagship projects with development partners and the private sector, using the UNESCO's convening power and abilities to build and strengthen institutional capacities, advise on public policies based on evidence, empower vulnerable population groups, promote gender equality and social inclusion, and function as a laboratory of ideas.

Managing new and existing partnerships with the public and private sectors requires effective, innovative, and engaging communication materials. Well-crafted marketing and visibility documents serve as powerful tools to illustrate the organization's achievements, highlight success stories, and demonstrate tangible outcomes. These materials are not only crucial for securing funding and strengthening donor relations but also for increasing public awareness, engaging new collaborators, and advocating for UNESCO's key priorities

This traineeship offers a unique opportunity to contribute to UNESCO's program in Latin America by assisting in the development of impactful marketing and communication initiatives.

TRAINEESHIP FUNCTIONS

Under the direct supervision of the Education Programme Specialist and in close collaboration with the Resource Mobilization and Partnerships Consultant, Programme Specialists and the Communication team, the Trainee will be responsible for the following duties:



- 1. Development of Marketing Communication Materials
- Collect and review existing communication and marketing materials.
- Assist in the creation of new content, including visuals and graphics, to enhance UNESCO's communication efforts.
- 2. Content Creation, Design and Management
- Draft, edit, and produce marketing and visibility materials to support resource mobilization and partnership activities.
- Develop communication tools such as concept notes, presentations, project fact sheets, project catalogue, brochures, newsletters, short videos, and other relevant materials.
- 3. Briefing and Partners Meetings
- Assist in organizing briefing sessions and engagement activities with donors and partners.
- Prepare presentation materials for high-level meetings and events.
- 4. Networks and Stakeholder Engagement
- Support the identification and mapping of key stakeholders and potential partners, ensuring these lists are regularly updated.
- Explore opportunities for communication partnerships with a focus on priority sectors.
- 5. Strategic Alignment
- Ensure all communication and marketing materials align with UNESCO's corporate priorities, key programmatic narratives, and brand standards.
- 6. Performs other duties as required.

REQUIRED QUALIFICATIONS

Education: Advanced university degree (master's degree or equivalent) in Marketing, Graphic Design, Communications, Journalism, Political Science, International Relations, Public Affairs, or a related field.

Experience (if any): Prior experience in advertising, journalism, or graphic design is an asset. Interested candidates are encouraged to showcase their experience in design, communication materials, marketing content, or other creative projects.

Language skills: Upper intermediate knowledge of English (written and spoken). Spanish proficiency is desirable.

Competencies and skills:

- Strong writing and editing skills.
- Familiarity with graphic design tools and content creation platforms (e.g., Adobe Creative Suite, Canva, or similar tools).
- Analytical skills and ability to collect, synthesize and analyze information from various sources. Creative mindset with attention to detail
- Strong respect for human diversity, understanding of gender, equity and social inclusion.
- Ability to take initiative and to provide quality and timely support.
- Good interpersonal skills. Excellent IT skills with proficiency in the use of MS Office (Outlook, Word, Excel. PowerPoint, etc.).



• Ability to work as part of an international team in a multicultural environment.

LEARNING OBJECTIVES

This traineeship provides an opportunity to:

- Gain hands-on experience in developing a robust portfolio of communication materials designed for strategic UN resource mobilization and partnership initiatives.
- Enhance your ability to facilitate effective communication and collaboration across diverse sectors, including education, science, and culture.
- Gain in-depth knowledge of the strategies and operations involved in managing partnerships in a multicultural, international organization.
- Build expertise in resource mobilization processes and partnership management, including project design, execution, and compliance with donor requirements.
- Collaborate with professionals from diverse cultural and professional backgrounds, enhancing teamwork and cross-cultural communication skills.
- Contribute to UNESCO's strategic goals by supporting the development and implementation of impactful partnership projects.

ADDITIONAL INFORMATION

Please add background information relevant to the assignment and a link of relevant website https://www.unesco.org/en/fieldoffice/santiago?hub=66920



Terms of Reference

GENERAL INFORMATION

Title: Programme Associate (Natural Sciences) **Organizational Unit:** UNESCO Mozambique

Location: Maputo, Mozambique

Supervisor (name, title): Michael Croft / Head of Office

DESCRIPTION OF THE TRAINEESHIP

Under the overall authority and supervision of the Head of the UNESCO Maputo Office, the Trainee (Programme Associate) will provide general assistance to the programming of the Maputo Office. In particular, he/she shall:

- 1. Backstop the Head of Office and the National Officer for Science to support the priorities of the Natural Sciences in UNESCO Mozambique (women in science, climate change, biodiversity) and those advanced by the Natural Sciences Sector globally as well as those relevant to Priority Africa;
- 2. Support the Natural Sciences Programme with its efforts to integrate women within science-related programming in Mozambique as well as efforts to promote and expand the national chapter of the Organization for Women in Science in the Developing World;
- 3. Support UNESCO's involvement within programming initiatives proposed by partners that have a strong emphasis on youth and science;
- 4. Carry out desk research and support preparation of related communication materials, press releases, publications/reports as may be required;

REQUIRED QUALIFICATIONS

Education: Masters level

Experience (if any): 2-3 years relevant experience preferred

Language skills: Strong communication skills in English, knowledge of Portuguese an asset

Competencies and skills: Good command of Microsoft Office and relevant applications

LEARNING OBJECTIVES

Working as part of the Natural Sciences Team, the trainee will have the opportunity to apply their existing knowledge and skills in a vibrant and challenging development context. They will participate in a wide variety of regular field operations such as programme design and management and administration as well as risk management and communication. They will learn about the workings of the UN systems as well as those of the wider development community.



ADDITIONAL INFORMATION

The UNESCO Maputo Office has been operating in Mozambique since 1995, following the host country agreement. The organization's top priorities in Mozambique are gender equality and Africa, in alignment with the African Union (AU) continental and sub-regional strategies. Mozambique is facing significant challenges in its development, caused by various factors, including the growth and characteristics of its population. The country has an estimated population of 33 million, with more than 50% being young people under the age of 18. The labour force concentrates about 70% in rural areas, while urban areas have an unemployment rate of around 21.4%.

The UNESCO Maputo Office supports the Government of Mozambique through its Natural sciences programmes to implement UNESCO's major Natural sciences programs including Ecological and Earth Sciences (EES), Intergovernmental Hydrological Programme (IHP) and the Policy Capacity building to (i) Enhance knowledge for climate action, biodiversity, water & ocean management, & disaster risk Reduction; and (ii) Advance international cooperation in science, technology & innovation.



Terms of Reference

GENERAL INFORMATION

Title: Programme Associate (Social and Human Sciences)

Organizational Unit: UNESCO Mozambique

Location: Maputo, Mozambique

Supervisor (name, title): Michael Croft / Head of Office

DESCRIPTION OF THE TRAINEESHIP

Under the overall authority and supervision of the Head of the UNESCO Maputo Office, the Trainee (Programme Associate) will provide general assistance to the programming of the Maputo Office. In particular, he/she shall:

- 1. Backstop the Head of Office and the National Officer for Science to support the priorities of the Social and Human Sciences in UNESCO Mozambique (ethics of artificial intelligence, youth and social cohesion) and those advanced by the Social and Human Sciences Sector globally as well as those relevant to Priority Africa;
- 2. Support the Social and Human Sciences Programme with its efforts to integrate young people into policy-planning processed in Mozambique as well as efforts to promote digital citizenship and the incorporation of human-centric approaches to the digital transformation process, especially those concerning Artificial Intelligence;
- 3. Support UNESCO's involvement within programming initiatives proposed by partners that have a strong emphasis on youth and digital transformation;
- 4. Carry out desk research and support preparation of related communication materials, press releases, publications/reports as may be required;

REQUIRED QUALIFICATIONS

Education: Masters level

Experience (if any): 2-3 years relevant experience preferred

Language skills: Strong communication skills in English, knowledge of Portuguese an asset

Competencies and skills: Good command of Microsoft Office and relevant applications

LEARNING OBJECTIVES

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ADDITIONAL INFORMATION

The UNESCO Maputo Office has been operating in Mozambique since 1995, following the host country agreement. The organization's top priorities in Mozambique are gender equality and Africa, in alignment with the African Union (AU) continental and sub-regional strategies. Mozambique is facing significant challenges in its development, caused by various factors, including the growth and characteristics of its population. The country has an estimated population of 33 million, with more than 50% being young people under the age of 18. The labour force concentrates about 70% in rural areas, while urban areas have an unemployment rate of around 21.4%.

The UNESCO Maputo Office supports the Government of Mozambique through its Social and Human sciences programmes to implement UNESCO's major Social and Human sciences programs including the Ethics of Artificial Intelligence, the Management of Social Transformation and the promotion of youth-centred approaches to development).



Terms of Reference

GENERAL INFORMATION

Duration: 12 months

Location: UNESCO Accra, Ghana

Organizational Unit: Communication and Information

Supervisor (name, title): Abdul Hamid Yakub, Program Specialist Communication and

Information

DESCRIPTION OF THE TRAINEESHIP

The Communication and Information Sector's mission is to promote freedom of expression, media development and media literate societies, and to build knowledge societies through fostering universal access to information, innovation for sustainable development and the preservation of documentary heritage.

Under the leadership of the Head of the UNESCO Accra Office, the trainee will contribute to:

- Assist in the implementation of major programme activities in Building of knowledge societies through ICTs, media and information literacy by enabling universal access and preservation of information and knowledge.
- Oversee the production of information and communication materials in collaboration with programme specialists.
- Support the development of informational and promotional materials such as fact sheets, brochures posters, infographics, website content, e-newsletters, social media content and webinars.
- Executing social media strategy implementation including training in Apps
- Contributing to advocacy efforts geared towards promoting Press Freedom and access to information.
- Carry out additional task that may be required to ensure success of the projects.

REQUIRED QUALIFICATIONS

Education: MSc or M.A

Subjects: Communication, Journalism, Social Sciences, Media Studies and Information

Technologies

Language skills: English and working knowledge of French

Competencies and skills: Expertise with Microsoft Suits, Strong organizational skills and keen attention to detail, Demonstrate ability to work in a mutual and collaborative manner with work colleagues

LEARNING OBJECTIVES

The Trainee will gain knowledge and experience through interaction with the Head of a UNESCO, Programme Specialists in the region and at HQs, and through collaboration with diverse multi-sectoral teams in other agencies under the One UN. Learning opportunities include:

- Working with government line ministries and agencies, UN Agencies, academia, media houses and practitioners, as well as, civil society organizations.
- Application of interdisciplinary knowledge and skills to programme design and delivery;
- Improved understanding of tools and approaches to information dissemination and youth mobilization.
- Improved knowledge and experience with the One UN system and coordination mechanisms.
- Practical skills for programme management including, strategic planning, project development, budgeting, implementation, monitoring and evaluation, reporting and communications using a Results Based management approach.

ADDITIONAL INFORMATION

Accra, the capital of Ghana, is located in the Greater Accra region. It is generally safe, though adherence to UN Safety and Security rules is essential. The UNESCO office is about 15 minutes from the international airport and 15 minutes from the Central Accra District, and it is in a safe neighbourhood very close to residential facilities.

Cost of Living: Living expenses in Accra can be high compared to other cities and towns. Trainees should manage finances wisely. Accommodation costs vary by suburb, with furnished rentals ranging between \$800 and \$1500 USD per month. It is advisable to choose housing in safe, preferably gated communities.

Connectivity: Mobile phone and internet services are reliable throughout Accra and most of Ghana.

Cuisine: Ghanaian staples include rice, beans, plantains, yams, cassava, and various stews and soups with fish, chicken, and beef. Fresh fruits like bananas, mangoes, and pineapples are common; imported vegetables and fruits can be expensive.

Transportation: Taxis, including ride-hailing services like Uber, Yango and Bolt, are readily available. Public transportation options include affordable buses and trotros (shared minibuses). Be mindful of significant traffic congestion during peak hours.

Social Life and Dress Code: Social activities often center around family, local communities, and religious events. However, Ghana offers various leisure activities, cultural events, and tourist sites. Dress casually and decently for social settings but opt for light, comfortable clothing due to the tropical climate. Business casual attire is recommended for professional environments.



Terms of Reference

GENERAL INFORMATION

Organizational Unit: UNESCO Beijing Office

Location: Beijing, China

Supervisor (name, title): Shahbaz Khan, Director

DESCRIPTION OF THE TRAINEESHIP

Under the overall authority, guidance and direct supervision of the Director of the UNESCO Office in Beijing, the Trainee will contribute to the intersectoral coordination and communication. More specifically s/he will undertake the following activities:

- Assist in research on domestic policy priorities in countries of East Asia concerning UNESCO's niche areas, especially for Natural Sciences and broader programmes.
- Assist with coordination and support for UN country teams (UNCT) of countries in East Asia Region for the achievement of 2030 Agenda for Sustainable Development through a knowledge-based approach.
- Assist in monitoring and evaluation (M&E), and info-collection for 5 programme units' programming during United Nations Sustainable Development Cooperation Framework (UNSDCF) implementation cycle respectively in China, Mongolia and DPRK.
- Support the communication and coordination with relevant stakeholders and external partners such as National Commissions, UNESCO Category 2 Centres and UNESCO Chairs.
- Provide technical inputs to the Director, which includes contributing to researches, policy papers, briefings, advocacy messages, and keynote speeches for policy dialogues and events;
- Ensure synergies and coherence between five programme units and other related projects and activities to bring about larger benefits and impacts of UNESCO Beijing Office in East Asia, especially in the context of UNSDCF and UNESCO Country Strategy.

REQUIRED QUALIFICATIONS

Education: University degree (preferably at Master level).

Subjects: International relations, social sciences, natural sciences, environment engineering, public management or related discipline.

Language skills:

 Excellent knowledge (written and oral) of English; good knowledge of another/other UNESCO official language(s) Chinese, French, Spanish as well as language(s) of East Asian countries will be an asset.



Competencies and skills:

- Excellent coordination skills and ability to maintain effective working relations with different stakeholders and external partners.
- Excellent analytical, diplomacy and advocacy skills, in particular the ability to collect, synthesize and analyse information from various sources and convey messages.
- 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 under pressure.
- Ability to take initiative and to manage competing priorities, organize and prioritize heavy workloads to meet established and short deadlines, with a strong capacity for accuracy, close attention to detail and quality of work.
- Good IT skills (Excel, Word, Outlook, PowerPoint, etc.).

LEARNING OBJECTIVES

The Trainee will be exposed to the work of UNESCO as well as work of the United Nations (UN) agencies especially in China, thereby gathering knowledge about international and intergovernmental procedures. He/she will

- Gain in-depth knowledge of the UNESCO Multisectoral Regional Office in Beijing, its networks, and activities (especially for Natural Science Sector) at the regional and local level.
- Acquire skills needed to coordinate and communicate in a multicultural environment, in addition to delivering high quality results/outcomes in a timely manner.
- Learn to coordinate inputs from a variety of stakeholders and formulate policy-relevant advice.