



# UNESCO Trainees Programme

## JOB DESCRIPTION

### 1. GENERAL INFORMATION

**Title:** Trainee on *ICT in education and programme implementation*

**Sector:** *CI*

**Duty station:** *Kigali, Rwanda*

**Director/Head of the office:** *Ann Therese Ndong Jatta*

**Trainee supervisor:** *Mr Peter Wallet, Programme Coordinator, p.wallet@unesco.org*

### 2. DESCRIPTION

**Duration:** *12 months*

**Description of tasks:**

*Provide support for the implementation of the ICT in Education project in Rwanda*

*Assist in organizing consultative and training workshops related to the project*

*Contribute to the drafting of the progress reports on ICT in education activities*

*Carry out any other duty considered relevant to the experience he/she needs to acquire*

**Learning objectives:**

*After the assignment the trainee will have:*

*Acquired an in-depth knowledge of the ICT in education programme related to UNESCO's Education and Communication and Information programme and area of competence*

*Learnt how to deal with diverse type of stakeholders including Government, development partners, civil society, and teachers;*

*Attained Field project management skills; setting particular objectives and developing 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,*



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### 3. QUALIFICATIONS AND EXPERIENCE OF THE CANDIDATE REQUIRED

**Academic qualifications (including knowledge of specific subject areas):**

Candidate will have completed or will be enrolled in a Master's Degree in Education, Educational Technology, or Instructional Technology. Candidate should have knowledge about the use of ICT in education and implications for education systems, teacher training, student outcomes including learning achievement, and modes of employment.

**Work experience (if needed):**

**Language requirements:**

Strong ability to speak, read and write in English with some spoken French.

**Core Competencies:**

*Ability to maintain effective working relations within a multi-cultural setting and to work effectively in team environment*

*Ability to speak and write clearly and effectively*

*Ability to develop clear goals that are consistent with agreed strategies*

*Ability to keep abreast of new developments in own occupation/profession*

*Works effectively with people with diverse backgrounds*

**Other skills:**

*- Capacity to be multi-task and proactive;*

*- Able to work under tight deadlines;*

*- Excellent IT skills to carry out the work.*

**Further remarks (if needed):**