

# UNESCO Sponsored Traineeship Programme

## Terms of Reference

### GENERAL INFORMATION

**Duration:** 12 months

**Location:** UNESCO HQs

**Organizational Unit:** Teacher Development Section, Division for Education 2030 Support and Coordination

**Supervisor (name, title):** Edem Adubra, Chief of Section of Teacher Development

### DESCRIPTION OF THE TRAINEESHIP

- Provide support for the implementation of the UNESCO CFIT (UNESCO-China Funds-In-Trust) Phase II Project;
- Assist in organizing activities related to UNESCO CFIT Phase II Project;
- Contribute to the drafting and translation of UNESCO CFIT Project documents;
- Carry out any other duty considered relevant to the experience that he/she needs to acquire.

### REQUIRED QUALIFICATIONS

**Education:** A Master Degree

**Subjects:** Teacher Education/Education or related field

**Language skills:** English; Excellent knowledge of Chinese and/or good knowledge of French

**Competencies and skills:**

- Ability to work in a multi-national setting and ability to work under stress to meet the tight deadlines;
- Ability to communicate clearly and effectively in English/French and Chinese, both orally and when formulating documents;
- Capacity of collecting and analyzing necessary information related to the Project;
- Willingness to take on any responsibility within the framework of the Project so as to ensure its implementation;
- Good IT skills to carry out the work.

### LEARNING OBJECTIVES

After the assignment the trainee will have:

- Gained solid working knowledge of the operations of an intergovernmental organization;
- Strengthened his/her analytical, communicative and interpersonal skills,
- Acquired an in-depth knowledge related to UNESCO's areas of competence, especially related to UNESCO CFIT Project and teacher education programmes;
- Learnt how to deal with diverse stakeholders and work in a culturally diversified environment.

#### **ADDITIONAL INFORMATION**