

# UNESCO Sponsored Traineeship Programme

## Terms of Reference

### GENERAL INFORMATION

**Duration:** 12 months

**Location:** Paris, France

**Organizational Unit:** Unit for the UNESCO Associated Schools Network (ASPnet)

Division for Inclusion, Peace and Sustainable Development Education Sector

**Supervisor (name, title):** Ms. Sabine Detzel, Chief of Unit, [s.detzel@unesco.org](mailto:s.detzel@unesco.org)

### DESCRIPTION OF THE TRAINEESHIP

Within the International Coordination of the UNESCO Associated School Network (ASPnet), the trainee will contribute to:

- assist with the implementation of the new ASPnet Strategy and Plan of Action (2014-2021) at the international level (Communication with ASPnet National Coordinators and member schools, Online Platform,...) ;
- assist with the preparation and implementation of UNESCO ASPnet activities, in particular innovative flagship projects and campaigns related to the Sustainable Development Agenda and SDG 4;
- assist in identifying examples of quality education practices with emphasis on peace, global citizenship and sustainable development (including climate change, Disaster Risk Reduction, human rights, inclusion and non-discrimination and cultural and natural heritage) from ASPnet member institutions in order to give them visibility through the UNESCO Website, Online Platform and publications;
- assist with providing technical assistance to UNESCO Member States, including drafting of correspondence, reports and simple translation;
- assist in collecting and preparing information and briefings on ASPnet activities worldwide, including the drafting of web news and entries for the ASPnet database;
- assist with any other tasks required by UNESCO.

### REQUIRED QUALIFICATIONS

**Education:** Minimum a BA University degree.

**Subjects:** Education or related discipline (Social Sciences, International Relations, Communication or Anthropology).

**Language skills:** Excellent knowledge of English or French; good working knowledge of the other would be an asset.

**Competencies and skills:**

- **Core Competencies:**

- Teamwork: “Ability to maintain effective working relations within a multi-cultural setting and to work

effectively in team environment” etc.

- Communication: “Ability to speak and write clearly and effectively” etc.

- Planning and organizing: “Ability to develop clear goals that are consistent with agreed strategies” etc.

- Commitment to Continuous Learning: “Ability to keep abreast of new developments in own occupation/profession” etc.

- Respect for Diversity: “Works effectively with people with diverse backgrounds” etc.

- **Other skills:**

- Capacity to be multi-task and proactive

- Able to work under tight deadlines

- Excellent IT skills to carry out the work

- Strong analytical and writing skills

## LEARNING OBJECTIVES

The trainee will acquire professional experience and working methods in relation to

- international cooperation and the development, management and administration of multilateral education programmes and projects

- managing a global network with members in over 180 countries

- working in an intercultural environment and interacting with colleagues from different UNESCO programme sectors and with schools and government officials in all Member States.

## ADDITIONAL INFORMATION