

# UNESCO Sponsored Traineeship Programme

## Terms of Reference

### GENERAL INFORMATION

**Duration:** 12 months

**Location:** Kinshasa, Democratic Republic of the Congo

**Organizational Unit:** *Natural Sciences Sector*

**Supervisor (name, title):** Abdourahamane DIALLO, Head of Office

### DESCRIPTION OF THE TRAINEESHIP

Main Duties and tasks include:

- Provide support for the implementation of Natural Science Program in DR Congo;
- Assist in organizing consultative and training workshops related to Natural Science Program (Science Policies, Basic and engineering sciences, Water management, Ecological Sciences, Earth Sciences , Biodiversity, Climate change...);
- Contribute to the drafting of Concept Notes, Project Documents and any other related programming document;
- Contribute to the monitoring and evaluation of ongoing projects/activities;
- Carry out any other duty considered relevant to the experience he/she needs to acquire.

### REQUIRED QUALIFICATIONS

**Education:** M.A or above

**Subjects:** Biology, environmental science, ecological Science or other related fields of study

**Language skills:** Advanced English and French

**Competencies and skills:**

- Good computer and IT skills and experience in the usage of office software packages
- Experience in international cooperation will be an asset
- 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.
- 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

- Acquired an in-depth knowledge of UNESCO’s Natural Sciences programme;
- Learnt how to deal with diverse stakeholders;
- Attained Field project management; setting particular objectives and 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

DRC is the second largest country in Africa (after Algeria) and largest country in Sub-Saharan Africa; straddles the equator; has narrow strip of land that controls the lower Congo River and is only outlet to South Atlantic Ocean; dense tropical rain forest in central river basin and eastern highlands.

The Congo rainforest is **the world’s second largest rainforest**, behind the Amazon, covering a vast area across Central Africa through Cameroon, Equatorial Guinea, Gabon, the Central African Republic, the Democratic Republic of Congo and the Republic of Congo and accounting for 18% of the world’s remaining rainforests. **Two thirds of the rainforest is found in the Democratic Republic of Congo (DRC) where 57% of the countries land area is made up of forest.** The rainforest has an enormous biodiversity significance and is also important for the livelihoods of millions of people across Central Africa, with around two-thirds of the Democratic Republic of Congo’s population relying on the rainforest for food, shelter and medicine.