



# UNESCO Trainees Programme

## JOB DESCRIPTION

### 1. GENERAL INFORMATION

**Title:** Trainee on Education

**Division:** Education for All (EFA), Education Sector

**Location:** Paris, France

**Trainee supervisor:** Ms Margarete Sachs-Israel, M.Sachs-Israel@unesco.org

### 2. DESCRIPTION

**Duration:** 12 months

**Description of tasks:**

The trainee assists and serves in the global coordination of EFA. In particular, the trainee will:

- Contribute to final preparations for the annual review meeting on EFA (October or November 2012), and to its follow-up
- Assist in coordinating, strengthening and promoting partnerships with education stakeholders as well as cooperation with UNESCO offices and divisions in view of the preparation of national, regional and global reports (communication, networking, organising virtual and physical meetings, etc);
- Collect, analyze and interpret information and data on the policies, strategies, programmes and activities of civil society organisations and networks and of private companies and organisations in order to strengthen UNESCO's partnerships and cooperation in specific areas;
- Prepare, compile and exchange information as required for presentations, speeches, documents, reports and papers, contributing background information
- Follow-up and organize joint activities linked to specific programme areas.
- Assist with the preparation and reporting on EFA of UNESCO's Executive Board;
- Contribute to activities related to communication and advocacy for EFA, including writing articles for newsletters and the UNESCO EFA Website.

**Learning objectives:**

- Understanding of the functioning and working methods of UNESCO, a UN specialized agency
- Insight into the international education development agenda, and the EFA movement in particular
- Insight into the different facets of UNESCO's action as leader and global coordinator of EFA
- Practical experience of organising and participating in a major international conference and other international meetings, and of planning their follow-up
- Practical experience of the different policies, approaches and working methods of various constituencies in the education sector (government agencies, multilateral and regional organisations, NGOs, private companies)
- Communication skills



## UNESCO Trainees Programme

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

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

- Advanced university degree, including subjects like Education or Social Sciences

#### Work experience (if needed):

- Relevant professional work experience would be considered an asset.

#### Language requirements:

- Excellent knowledge of English or French; good working knowledge of the other would be an asset.

#### 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