



UNESCO Trainees Programme

JOB DESCRIPTION

1. GENERAL INFORMATION

Title: Trainee on Education

Division: Associated Schools Project Network (ASPnet), Education Sector

Location: Paris, France

Trainee supervisor: Ms. Sabine Detzel, s.detzel@unesco.org

2. DESCRIPTION

Duration: 12 months

Description of tasks:

Within the International Coordination of the UNESCO Associated School Project 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 (new Kit for ASPnet National Coordinators; online platform...);
- assist with the preparation of the UNESCO ASPnet activities, in particular within the flagship projects and other topics concerning innovation in particular in Global Citizenship Education;
- assist in identifying examples of quality education practices with emphasis on peace and education for sustainable development (including climate change, biodiversity, Disaster Risk Reduction) based on ASPnet activities;
- assist with providing technical assistance to UNESCO Member States, including drafting of correspondence, reports and simple translation;
- assist in organizing 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.

Learning objectives:

The trainee will acquire working methods within an International Coordination programme at UNESCO and will reinforce his/her competences and skills.



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3. QUALIFICATIONS AND EXPERIENCE OF THE CANDIDATE REQUIRED

Academic qualifications (including knowledge of specific subject areas):

- Minimum a BA University degree.
- Subjects: Education or related discipline (Social Sciences, International Relations, Communication or Anthropology).

Work experience (if needed):

- Relevant professional work experience would be considered an asset. For example, the impact of the work within the International Coordination of ASPnet would result in improved visibility of school-based activities, experimentation of innovative methods/materials and the mainstreaming of innovations into national education systems.

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