



UNESCO Trainees Programme

JOB DESCRIPTION

1. GENERAL INFORMATION

Title: Trainee, Social and Human Sciences (SHS)

Sector: Social and Human Sciences

Duty station: Guatemala City, Guatemala

Director/Head of the office: Julio Carranza

Trainee supervisor: Julio Carranza

2. DESCRIPTION

Duration: 12 months

Description of tasks:

- *Provide support towards implementation of social and human sciences activities in particular addressing youth development programme.*
- *Assist in planning and organizing meetings and workshops related to the implementation of the projects and programmes*
- *Contribute to the drafting of the various reports related to the implementation of the programmes*
- *Assist in the mobilization of partners and donors for the implementation of the programmes*
- *Carry out any other duties, including research assistance relevant to the experience he/she needs to acquire*

Learning objectives:

After the assignment the trainee will have:

- *Acquired an in-depth knowledge of the social and human sciences programmes under the responsibility of UNESCO.*
- *Learnt how to deal with diverse stakeholders;*
- *Attained Field project management experience; 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.*



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3. QUALIFICATIONS AND EXPERIENCE OF THE CANDIDATE REQUIRED

Academic qualifications (including knowledge of specific subject areas):

Academic background (BA or better Master level) in social sciences, humanities and related fields;

Work experience (if needed):

Experience in report writing and elaboration of concept notes and project proposals would be an asset.

Language requirements:

Excellent knowledge of either English or French or Spanish

the trainee should have an acceptable level in Spanish (written and conversational skills) due to that this is the national language of the country

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.*
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Other skills:

- *Capacity to multi-task and be proactive;*
 - *Able to work under tight deadlines;*
 - *Excellent IT skills to carry out the work.*
 - *Excellent communication skills and interpersonal relations;*
 - *Good understanding international and national actors in field of social and human sciences;*
 - *Ability to liaise with partners for relevant information;*
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