

UNESCO Sponsored Traineeship Programme

AOB 20/4

Terms of Reference

GENERAL INFORMATION

Duration: 6-24 months

Location: Paris, France

Organizational Unit: Coordination Office, sector for Priority Africa and External Relations Sector

Supervisor (name, title): Senior Coordination Officer, PAX/COR

DESCRIPTION OF THE TRAINEESHIP

Under the overall authority of the ADG/PAX and the supervision of the Senior Coordination officer, the incumbent will assist the latter in coordination, liaison, information, and communication tasks and will undertake the following tasks:

- Prepare preliminary draft notes, memoranda, letters and /or other Sector's proposals for submission to member States, Programmes Sectors, and potential public and private partners.
- Assist in researching and analyzing information provision to briefings for bilateral meetings.
- Provide assistance to PAX/COR in coordinating the Sector's contributions to Statutory meetings (General conference, Executive Board), and drafting of reports
- Assist in dealing with a wide range of issues of the PAX sector, by providing timely, accurate and specific information in response to queries, thus contributing to maintaining close working relationships with UNESCO's Member States (Permanent Delegations and National Commissions) , Programme Sectors and Central services, Field Offices, partners and other stakeholders.
- Assist in the organization of meetings, events and provide technical support to ensure success of the work team
- Update PAX Website on Intranet, notably on information in relations with Member States, UNESCO events, publication etc
- Undertake any other tasks which may be assigned by the Supervisor.

REQUIRED QUALIFICATIONS

Education : Advanced university degree (Master's Degree or equivalent) in International relations, political sciences, or related field

Subjects : International relations

Language skills: Excellent knowledge of one of the working languages of UNESCO (French or English) and a good knowledge of the other.

Competencies and skills:

- Excellent communication skills with ability to draft clearly and concisely. Good coordination, organizational and time management skills.
- Strong analytical skills with ability to compile, analyze and synthesize data and information within tight deadlines.
- Good interpersonal skills and ability to maintain effective working relations within a multi-cultural environment.
- Ability to take initiative in recommending actions.
- Good IT skills

LEARNING OBJECTIVES

By the end of the traineeship, the trainee shall:

- Acquire general understanding of the work and mission of UNESCO, with special focus on the mandate of the Sector for Priority Africa and External Relations
- Develop good knowledge of UNESCO programmes and its global priorities.
- Obtain a deep understanding of the functioning of the Organisation with a perspective on its policies, key challenges, and impact.
- Develop coordination, analytical and drafting skills

ADDITIONAL INFORMATION

The overall mission of the sector for Priority Africa and External Relations is to coordinate, ensure liaison and provide strategic policy advice to the Director General, as regards cooperation with Member States, UN system; Intergovernmental Organizations (IGOs), National commissions, Goodwill Ambassadors and support to Field Offices.