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**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**GENERAL INFORMATION**

**Duration:** 12 months

**Location:** Nairobi, Kenya

**Organizational Unit**: UNESCO Regional Office for Eastern Africa, Natural Sciences Sector

**Supervisor (name, title):** Alexandros Makarigakis, Head of Natural Sciences Sector & Regional Hydrologist

**DESCRIPTION OF THE TRAINEESHIP**

UNESCO Regional Office for Eastern Africa is a Multi-Sectoral Regional Office responsible for 13 Member States in Eastern Africa and the adjacent Indian Ocean Islands. Countries that we cover are: Comoros, Djibouti, Ethiopia, Eritrea, Kenya, Madagascar, Mauritius, Rwanda, Seychelles, Tanzania, Somalia, South Sudan and Uganda.

Under the overall supervision of the Director of the UNESCO Regional Office for Eastern Africa in Nairobi, and the direct supervision of the Head of the Natural Science Sector, the trainee will assist in the implementation of Intergovernmental Hydrological Programme (IHP), Science, Technology and Innovation (STI), Disaster Risk Reduction (DRR), Man and Biosphere (MAB) Programme. In particular, the trainee will support the following activities:

* Support the coordination and communication with partners nationally and regionally.
* Plan and conduct research on policy recommendations / technical tools /guidelines.
* Networking member countries, UNESCO Chairs and C2Cs and related organizations to disseminating/exchanging knowledge and experiences.
* Contribute to the implementation of:
  + Projects (extrabudgetary),
  + Activities (regular programme and additional appropriation)
  + Conference / workshop organization
  + data collection, input and analysis
  + Publications
* Contribute to the visibility of the work of the office
* Assist in drafting and preparation of press releases, speeches, proposals, briefing notes, graph material and publications.
* Provide general office assistance to the Natural Science team.
* Carry out any other duty considered relevant to the experience the trainee needs to acquire.

**REQUIRED QUALIFICATIONS**

**Education:** Master’s degree in Ecology / Environmental Management, Environmental Sciences / Engineering or other fields relevant to Natural Resources Management.

**Subjects:** Hydrology, Geography, Climatology, Ecology, Biology, Natural Resources Management, Environmental Management and related fields.

**Language skills:** Excellent knowledge (written and spoken) English is essential. Working knowledge of another UN language preferably French would be an asset.

**Competencies and skills:**

* **Teamwork:** Works effectively with and supports colleagues, fostering a positive and collaborative environment.
* **Results focus:** Focuses on and assumes accountability for the delivery of agreed results, and demonstrates an understanding of how these contribute to the goals of UNESCO.
* **Accountability:** Operates in compliance with UNESCO’s rules and fulfills all commitments made to colleagues and partners.
* **Communication:** Effectively conveys and shares information and ideas with others, listening carefully, clarifying understanding and taking into consideration different viewpoints.
* **IT skills:** Fully proficient computer skills in Microsoft Office applications. Design and editing skills are desirable.

**LEARNING OBJECTIVES**

The trainee will be able to use her/his skills on a real-life project and experience the various aspects of management cycle of an international project implementation.

Furthermore, the trainee will be able to experience the policy environment that an International Organization faces and will participate on meetings related to global agendas, like the Agenda 2030 and the implementation of Sustainable Development Goals, New Urban Agenda and the Sendai Framework for Disaster Risk Reduction.

Learning to implement in a multidisciplinary environment and receiving experiential training from a team of seasoned professionals will be part of the traineeship. Document drafting, monitoring, evaluation, communication and negotiation skills will be sharpened / developed.

Finally, UNESCO has a number of e-learning modules available that the intern could benefit from.