**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**GENERAL INFORMATION**

**Duration:** 12 months

**Organizational Unit**: Social and Human Sciences Sector - Youth Section

**Location:** UNESCO Headquarters, Paris, France

**Supervisor (name, title):** Souria Saad-Zoi

**DESCRIPTION OF THE TRAINEESHIP**

- Support in the implementation of the activities of the Youth programme, in particular the UNESCO Youth Forum, the roll-out of the Youth As Researchers initiative and other youth-led research projects, the roll-out of the UNESCO Toolbox for youth policy and programming, and/or the coordination of UNESCO youth networks;

- Participate in the organization of the Section events and/or meetings (logistics, administration, content);

- Conduct research on various topics of interest to the Youth programme;

- Draft analytical and summary notes on issues relevant to the Youth programme;

- Contribute to the design and implementation of projects and initiatives;

- Contribute to the Youth programme database, both in terms of young people and youth organization and networks, and in terms of potential partners and donors.

- Assist in the preparation and/or editing of reports, publications, articles and other documents produced by the Section and its partners, as well as contribute to communication and visibility efforts;

- Contribute to the preparation of documents for the Executive Board and/or the General Conference;

- Follow-up on various files and perform other tasks as required.

**REQUIRED QUALIFICATIONS**

**Education:** University degree in social sciences, international relations, law or other related fields, and a good understanding of interdisciplinary youth issues.

**Subjects:** Social and human sciences, international relations, youth

**Language skills:** Excellent knowledge of English or French and very good knowledge of the other language (English or French). Good knowledge of any other UN language would be an asset.

**Competencies and skills:** Excellent communication skills, in particular writing skills to prepare notes and reports. Strong willingness to engage in teamwork. Good computer skills, including Word, PowerPoint and Excel.

**LEARNING OBJECTIVES**

The overall objective of the traineeship is to provide the trainee with a good insight of how UNESCO works and functions. The specific learning objectives will be more related to the Youth Programme which, given its cross-cutting nature, will allow the trainee to grasp the essence of the Organization work on youth.

The trainee will have the opportunity to:

* Learn the rules and procedures of an intergovernmental organization
* Contribute to the design and development of projects at global level, concept notes, reports, correspondence, etc.
* Benefit from a participatory approach at each stage of an initiative
* Assess the added value of a multidisciplinary and holistic approach, both within the organization and with external partners
* Network with a variety of stakeholders
* Research in specific areas relevant to youth
* Work in a multicultural environment, as part of a team, with room for personal initiative.

**ADDITIONAL INFORMATION**

Website:<https://www.unesco.org/en/youth>