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**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**GENERAL INFORMATION**

**Duration:** 12 months

**Location:** Suva, Fiji

**Organizational Unit**: Natural Sciences Unit, UNESCO Pacific

**Supervisor (name, title):** Dr Kristine Tovmasyan, Programme Specialist for Natural Sciences

**DESCRIPTION OF THE TRAINEESHIP**

Within the framework of implementation of the Regular Programme and extrabudgetary activities of the Natural Science Unit (hereinafter – SC Unit) of the UNESCO Pacific, under the overall authority of the Director of UNESCO Pacific and direct supervision of the Programme Specialist for Natural Sciences (SC), the trainee will perform the following functions:

* Provide support to the execution of Natural Sciences programme, according to the priorities set for the office in the biennium 2024-2025: Advancing science for sustainable management of natural resources, disaster risk reduction and climate change action; Improving knowledge and strengthen capacities to achieve water security; Harnessing the STI and STEM education for sustainable development.
* Assist in the compilation, consolidation, and preparation of reports, papers, concept notes, invitations, presentations, and other materials, by contributing in obtaining relevant information and data, as well as conducting research and providing initial drafts and language editing in areas relevant to the SC Unit and as mentioned above.
* Provide input in implementation of the SIDS Operational Strategy and notably on its Accelerators and partnership and resource mobilization plan, with focus on the Pacific.
* Assist with promoting the visibility of SC Unit’s activities, including drafting news, website and social media items of the SC Unit.
* Provide input to the workplanning, monitoring and reporting on the activities under the Pacific UN Sustainable Development Cooperation Framework 2023-2027, notably with the tasks related to SC Unit, and attend meetings of the Results Groups as needed.
* Contribute to the responses of the SC Unit upon official requests and correspondence coming from different sources, including UNESCO Headquarters and field offices, National Commissions, UN, government organizations and others.
* Assist in preparing fundraising proposals and liaising with diverse partners involved in various project and activities, including from UNESCO, the government, international agencies, private sector and civil society.
* Work with national partners and UNCT colleagues to initiate, design and implement different advocacy and awareness raising activities dedicated to UN days and related to Natural Sciences programme.
* Support the organization of meetings, conferences, workshops organized in the framework of the SC programme and carried out in close coordination with the SC unit.
* Carry out any other duties considered relevant for the work of the SC Unit as required and experience he/she needs to acquire.

**REQUIRED QUALIFICATIONS**

**Education:** Completed higher education degree in natural sciences or related field.

**Subjects:** Environmental, Water and Earth Sciences, Natural Resources Management, Basic, Engineering or another related field.

**Language skills:** Excellent command of written and verbal English.

**Core competencies and skills:**

* Ability to be results-oriented and to work under tight deadlines;
* Proven conceptual, analytical and problem-solving skills;
* Ability to collect evidence, synthesize and analyze information or data from various sources;
* Capacity to multi-task and be proactive;
* Attention to details and clarification skills;
* Professional interpersonal and communication skills;
* Proficiency in Microsoft Office Programs, including MS Word, Excel and PowerPoint;
* Ability to maintain effective working relations within a multi-cultural setting and to work effectively in team environment;
* Ability to quickly learn and keep abreast of new developments in science-related field

**LEARNING ELEMENTS**

After the assignment, the trainee will have:

* Acquired an in-depth knowledge of diverse UNESCO natural sciences programme portfolio and priorities set in the Pacific, particularly related to natural resources management, science, technology and innovation (STI) promotion, climate change and disaster risk reduction.
* Learnt how to work closely and cooperatively with diverse stakeholders from the government, academia, international organizations, UNCTs, NGOs and private sector.
* Attained project management skills through practical experience in the field; and particularly contributing to design, monitoring and evaluation processes of UNESCO’s SC projects in the field.
* Enhanced communications skills by preparing reports, news items, website and social media items of the SC Unit.
* Gained solid working knowledge of the intergovernmental organization’s operations, including contextual knowledge about Sustainable Development Agenda, UNESCO’s priorities in SIDS, SIDS global frameworks and the Pacific Regional Frameworks notably.
* Strengthened his/her analytical, communication, negotiation and interpersonal skills.
* Acquired the ability to successfully contribute to resource mobilization opportunities as well as ability to identify and involve potential project/programme partners.

**ADDITIONAL INFORMATION**

**WORKING DAYS AND WORK SCHEDULE**

40 (forty) hours per week from Monday to Friday with the working hours from 08:30 to 17:30 hours and one-hour break from 13:00 to 14:00 hours, holidays are per UN Country Calendar.