**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**GENERAL INFORMATION**

**Duration:** 12 months

**Title:** Trainee on Science Policy and Capacity Building

**Organizational Unit**: Science Unit, FU/CAI

**Location:** Cairo, Egypt

**Supervisor (name, title):** Overall Authority: Nuria Sanz, Director

Direct supervision: Bisher Imam, Senior Programme Specialist, Chief of Science Unit.

**DESCRIPTION OF THE TRAINEESHIP**

* Provide programme and project support: assist in defining project/revision requirements and specifications; including suggesting joint activities and support the development of cooperation opportunities including concept notes and Proposals.
* Provide support to the implementation and coordination, monitoring of Science Policy and Capacity Building-Basic Science, Research and Innovation (PBS-RIE) as well as STEM Activities in the office.
* Assist in the promotion of UNESCO’s Women in Science programmes in Egypt and Sudan and promote enhanced participation of women scientists in all of the Office’s Natural Sciences Activities including EES, BPS, and HYD.
* Assist in the implementation and coordination, monitoring of Science Policy and Capacity Building-Basic Science-Science, Technology and Innovation activities
* Provide support the Office Regional Open Science Initiative, monitor and promote the participation in the Arab Open Science Portal in Egypt and Sudan, Coordinate with other regional offices in the region to ensure wide spreads use of the portal.
* Support the Office in its function as Liaison with the League of Arab States, maintain Calendar of activities of the Secretariats of Relevant Ministerial Councils, and Committees and support UNESCO Cairo participation in such meetings.
* Attend meetings and participate in technical groups as requested to exchange information, discuss best practices and keep abreast in subject matter developments, this includes relevant working groups within the UNCT/EGYPT.
* Assist in the Organization of meetings, conferences, symposia, advisory services, fact finding missions, projects and project follow up activities pertinent to the Cairo office in the areas of environmental/ecological and earth science.
* Support the development of intersectorial activities in Cairo Office, within the Science Team and with other sectors and the development of communication material relevant to area of work.

**REQUIRED QUALIFICATIONS**

**Education:** Advanced university degree (Master’s degree or equivalent) in physics, mathematics, chemistry, biology, engineering, or related field.

**Experience (if any):** Familiarity with UNESCO’s Basic Science Programmes and activities.

**Language skills:** Excellent knowledge (reading and writing) of English, Knowledge of Arabic is a Plus.

**Competencies and skills:**

* Good organizational and project design skills
* Excellent (oral and written) communication skills, including the ability to draft and produce variety of written material in a clear and concise manner
* Familiarity with Remote Sensing and GIS is a plus

**LEARNING OBJECTIVES**

The trainee will become familiar with UNESCO PBS programmes and RBM approach. She/He will gain progamme development, implementation, and monitoring skills, along with the skills to work within multidisciplinary teams and in multi-cultural diverse environment. The trainee will also gain technical skills as she/he keep up-to-date with knowledge in their field of work. The trainee will also become familiar with the UN Sustainable Development Framework at country level.

**ADDITIONAL INFORMATION**

<https://unesco-arabmab.com/en/about>