**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**GENERAL INFORMATION**

**Duration:** 12 months

**Title:** Sponsored Trainee –Education in Emergencies and Protracted Crises (EiEPC)

**Organizational Unit**: Education

**Location:** Doha, Qatar

**Supervisor (name, title):** Farida Aboudan, Education Programme Specialist

**DESCRIPTION OF THE TRAINEESHIP**

The candidate is expected to provide support to ongoing UNESCO’s projects and activities related to the Education sector in Yemen as well as support the expansion of the education portfolio in Yemen contributing to resource mobilization efforts and communication and visibility. Within this context, the JPO will be responsible for:

**Programme and project work:**

* Contribute to the overall and day to day coordination and follow up on the implementation, monitoring, and reporting of programmatic activities and initiatives in the field of Education in Yemen. Contribute to update project plans, as needed.
* Support UNESCO’s coordination roles in Yemen, as needed.
* Contribute to consultants’ and external experts recruitment, and monitor timely implementation and efficient performance of their tasks.

**Communication and Resource Mobilization**

* Contribute to ongoing efforts of resource mobilization, in close consultation with the Education Programme Specialist, colleagues in HQ and in other sectors, through the identification of potential funding sources, preparation of concept notes and project proposals for external potential funders .
* Contribute to semi-annual reports and final narrative reports, highlighting achievements, results, challenges faced, lessons learnt, and recommendations for future action or intervention.
* Contribute to briefings (internal, external, donors, etc.).
* Work closely with the communication officer and other relevant colleagues on the implementation of the communication plans for Yemen;
* Coordinate and support the organization of visibility events and activities related to the education activities in Yemen, including coordination with different stakeholders, event logistics, preparation of visibility materials, etc.

**REQUIRED QUALIFICATIONS**

**Education**: Master’s Degree in Education, International Education or any related area

**Experience (if any):** Minimum 1 year with international exposure and work experience in the Arab States (asset)

**Language skills:** English, Arabic

**Competencies and skills:** Communication, Teamwork, Planning and Organizing, Accountability / Core values: Integrity, Professionalism, Respect for Diversity

**LEARNING OBJECTIVES**

**Understanding of UNESCO's Mandate and Objectives:**

* Learn about UNESCO's mission, goals, and specific objectives in the field of social and human sciences
* Familiarize with UNESCO's guiding documents and procedures for programs and projects implementation

**Education sector**

* Acquire a deeper understanding and the challenges related to education programming in the context of protracted crises and the nexus between humanitarian and long-term development approaches in education

**New skills and competencies**

* Project management, policy planning, remote management skills
* Inter-personal skills to operate in a multi-cultural working environment
* Inter-personal skills to deal with a vast array of stakeholders, from national and regional authorities to civil society organizations and young people

**ADDITIONAL INFORMATION**

The UNESCO office for the Gulf States and Yemen in collaboration with key education partners is the lead agency for Sustainable Development Goal 4 (SDG4) focusing on education in the six Gulf States and Yemen. UNESCO reaffirms a humanistic and holistic vision of Education 2030 as fundamental to personal and socio-economic development. The Education programme provides technical expertise and advisory services to the Ministries of Education and relevant authorities in the six Gulf Countries and Yemen to implement their policies and strategies within the SDG4 Framework for Action.

Specific focus is given to strengthening national capacities to “Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all by 2030” in the Gulf States and Yemen. Main objectives of the education programme are: Strategic Objective 1: Supporting Member States to develop education systems to foster high quality and inclusive lifelong learning opportunities for all; Strategic Objective 2: Empowering learners to be creative and responsible global citizens; Strategic Objective 3: Advancing SDG4 and shaping the future international education agenda. The UNESCO Office for the Gulf States and Yemen works closely with Member States under its cluster to promote and advance education goals. It does so through the following education programmes: 1. Capacity development for sector-wide policy and plans in the Gulf States; 2. Promoting Global Citizenship and Education for Sustainable Development; 3. Inclusive Education and 4. Technical and Vocational Education and Training (TVET).

The UNESCO Regional Office for the Gulf States and Yemen is currently working to expand its education programmes in Yemen. The Sponsored Trainee will actively support this expanding portfolio through resource mobilization and communication and visibility of UNESCO’s action.

*For more information, please consult* [*https://en.unesco.org/fieldoffice/doha*](https://en.unesco.org/fieldoffice/doha)