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**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**GENERAL INFORMATION**

**Duration:** 12 months

**Location:** Bangkok, Thailand

**Organizational Unit**: Teachers Programme, Education Section, UNESCO Regional Office in Bangkok

**Supervisor (name, title):** WANG Libing, Education Section; Natalie HONG, Senior Project Officer

**DESCRIPTION OF THE TRAINEESHIP**

Under the overall authority of the Director of UNESCO Bangkok, the oversight of the Education Section Chief, and direct guidance and supervision of the Senior Project Officer of the Teachers Programme, the trainee is expected to provide content-related, technical, and administrative assistance for the Programme in the following ways:

1. Conduct research pertinent to the Programme’s work, collect and compile references, analyse the findings, and prepare summaries;

2. Assist in reviewing reports, publication drafts and other written works, and provide comments;

3. Assist in drafting or editing presentations, speeches, online announcements, and other communication materials;

4. Assist in preparing project proposals and reports, concept notes, programmes/agendas, participant list, information notes, and other Programme-related documents;

5. Assist in organising Programme activities and preparing necessary materials, take notes, contribute to drafting summaries, and follow up where needed;

6. Participate in events relevant for the Programme’s work upon invitation and approval, assist the Section Chief and Programme leader in their participation where needed, and share obtained information with the Programme team;

7. Monitor and administer the Programme’s generic email accounts;

8. Maintain and update the Programme’s e-archive and database;

9. Assist the Section Chief and Teachers Programme leader in orienting new interns/trainees/volunteers;

10. Fulfill other relevant tasks assigned by the EISD Section Chief or the Teachers Programme leader.

**REQUIRED QUALIFICATIONS**

**Education:**

A completed Master’s degree by the starting date of the traineeship, with overseas study experience.

**Subjects:**

Education (preferred), Development Studies, Public or Social Policy, Economics, Political Science, or other disciplines closely relevant for the job; a multi-/inter-disciplinary education background is desirable.

**Professional Experience:**

Minimum 1 year of work experience in **education**, with national government, international organisations, non-governmental organisations, and/or education or research institutions, preferably including internship or other short-term assignments with **UN organizations**, and/or experience related to teacher development.

**Language skills:**

Fluent written and oral English; working knowledge of another UN official language (Arabic, Chinese, French, Russian, Spanish) and/or Thai language is desirable.

**Competences and skills:**

* High integrity and strong sense of responsibility;
* Solid research and analytical skills;
* Strong English writing and speaking skills;
* Good organizational and event management skills;
* Proficiency in Microsoft Office applications and adept at website and database management;
* Meticulous, attentive to details and able to ensure accuracy;
* Creativity and independent problem-solving skills;
* Ability to handle multiple tasks in a quality and punctual manner under time pressure;
* Ability to communicate and work effectively and efficiently in multicultural environments;
* Diplomatic sensitiveness, customer-oriented attitude and awareness of confidentiality.

**LEARNING OBJECTIVES**

Through this traineeship, the Trainee can expect to obtain

* insights in the UN System in general and the work of UNESCO in particular;
* good knowledge and understanding of international education development, especially teacher development;
* improved logical thinking, analytical, research, and English writing skills;
* professional experience in and skills for project development and management, and event planning and organization;
* sharpened digital skills;
* strengthened communication, coordination, interpersonal and teamwork skills;
* deepened multi-cultural awareness and diplomatic sensitivity.

**ADDITIONAL INFORMATION**

The Teachers Programme of UNESCO Bangkok supports UNESCO Member States in the Asia-Pacific region in developing and implementing teacher policies and improving pre-service and in-service teacher trainings, in order to increase the supply of qualified and motivated teachers in the region, which is crucial for ensuring inclusive and equitable quality education. The Programme currently consists of the following projects:

1) World Teachers’ Day Asia-Pacific regional celebration;

2) Research-based publications on teacher policy and practice;

3) China Shanghai Funds-in-Trust Project “Promoting the Professionalization of Teaching in Asia-Pacific and Africa through the Development and Operationalization of National Teacher Competencies and Teaching Standards Frameworks”;

4) China Hainan Airline Funds-in-Trust Project “Enhancing Girls’ and Women’s Right to Quality Education through Gender Sensitive Policy Making, Teacher Development and Pedagogy in South, Southeast and Central Asia”;

5) Korea Funds-in-Trust Project “Promoting Global Citizenship Education in the Asia-Pacific Region through a Whole-School Approach”;

6) China-sponsored Wenhui Award for Educational Innovation in the Asia-Pacific Region.