**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**GENERAL INFORMATION**

**Duration:** 12 months

**Title:** Trainee **-** Education Programmes

**Organizational Unit**: UNESCO Regional Office for Southern Africa (ROSA), Education sector

**Location:** Harare, Zimbabwe

**Supervisor (name, title):** Peter Wells, Head of Education, ROSA

**DESCRIPTION OF THE TRAINEESHIP**

Under the overall authority of the UNESCO Regional Director for Southern Africa, the guidance of the Education Specialist and Head of the Education Unit, the incumbent will be responsible for providing programme and administrative support to ensure effective, planning, implementation and monitoring of UNESCO’s work in the Education Sector six (6) Expected Results areas. Specifically, s/he will be responsible for providing programme and administrative support including record keeping as follows:

• Support the visibility and communication on ED events including the drafting of news articles, social media message as well as the production of photos and videos

• Prepare and participate in workshops, conferences, forums, meetings or other collaborative events and their follow‐up including drafting reports on workshops, seminars and meetings conducted in line with specified reporting requirements

• Maintain and update the filing system to ensure an efficient storage and retrieval of documentation relating to the programme and operations

• Take minutes, prepare presentations and documents for in-house and external meetings as required

• Assist in compiling and adapting documents, news, human interest stories, photo galleries and other dynamic content for regular updating the Regional Office’s web site

• Provide administrative and logistical support for programme implementation, and

• Perform other duties in support of the work of the Education Unit as delegated by the Education Specialist and Head of ED Unit.

**REQUIRED QUALIFICATIONS**

**Education:** Advanced university degree (Master’s degree or equivalent) in the Social Sciences including education and education planning, psychology, gender studies, development studies, public policy and public administration.

**Experience:** Preferably one year of professional experience in analysis, planning, development, management and implementation of education programmes at international level.

Proven experience in the areas of programme development, technical assistance, resource mobilization, and program monitoring and evaluation.

**Language skills:** Excellent knowledge of English; knowledge of another UNESCO official language is an asset.

**Competencies and skills:**

* Demonstrated research abilities and interest
* Good oral and written communication skills
* Willingness to learn
* Internet proficiency as well as proficiency in MS Office (Word, Excel, PowerPoint)
* Experience studying, working or volunteering in the thematic areas of education, development studies, gender equality is an added advantage
* Ability to work in a multicultural environment

**LEARNING OBJECTIVES**

The general learning objective of the internship is to obtain professional experience in the implementation of Education Sector interventions at UNESCO as an International Organization which relates to and supplements the intern’s professional development, and to develop knowledge and understanding of the structure of the functioning and working methods of UNESCO. The specific learning objectives will be discussed with the intern on a regular basis over the course of the internship, so that the learning objectives can be measured and achieved in line with the goals of the ED Unit and UNESCO as a whole. The other objective is to provide the Office with the assistance of talented and qualified young professionals specializing in various professional and technical fields related to UNESCO programmes. The intern will have an insight and hands-on experience in organizing and running interventions and projects as well as becoming more familiar with working in an International Organization and in a multicultural environment.

**ADDITIONAL INFORMATION**

In the Education Sector, UNESCO’s goal is to support Member States to implement the Sustainable Development Goal (SDG4). SDG4 calls on the Member States to ensure inclusive and equitable quality education and promote lifelong learning opportunities for all.

The UNESCO Regional office for Southern Africa, Education Sector’s plan of action in 2022 and beyond aims to support increased quality and equitable education and lifelong learning opportunities for all through the provision of capacity development, policy advice, and technical support to Member States.

After the COVID-19 pandemic and to drive the notion of lifelong learning, ICTs in Education have become a priority in Southern Africa. Research conducted in the region has shown that teacher training in ICT is vital and as such the sector has been assisting some of its Member States to equip in-service teachers with the relevant skills to continue teaching and learning in times of crisis. Monitoring the cascading of this knowledge given to the in-service teachers to others is therefore also a vital task and in collaboration with government Ministries of Education this can be achieved.