**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**GENERAL INFORMATION**

**Duration:** 12 Months

**Location:** UNESCO HQ, Paris

**Organizational Unit**: Division of Science Policy and Basic Science (PBS), Section for Basic Science, Research Innovation and Engineering (RIE)

**Supervisor:** Amal Kasry, Chief of Section

**DESCRIPTION OF THE TRAINEESHIP**

The Section of Basic Science, Research Innovation and Engineering provides an overarching platform to fulfil UNESCO’s unique mandate to build human and institutional capacities in the fields of Basic Sciences and Engineering through the development of networks and educational and training activities. The Section’s activities falls under the umbrella of the UNESCO International Basic Sciences Programme (IBSP) and is the focal point for cooperation with ICTP, TWAS, CERN, SESAME, Scientific Unions and Institutions, UNESCO-affiliated Centres and Chairs. The section also manages the few science-related prizes.

Under the direct supervision of the Chief of Section for Basic Science, Research Innovation and Engineering (RIE)y, the trainee will perform the following:

* Assist in the planning and implementation of UNESCO Programme activities in the field of the basic sciences within the framework of the International Basic Sciences programme (IBSP) in cooperation with other UNESCO units (including ICTP and TWAS), UNESCO Category 2 Centres and Chairs, NGOs, IGOs, and other relevant partners, by providing technical support, identifying topics of cooperation with partners, and suggesting new initiatives in the field.
* Assist in the planning and implementation of training courses, workshops, seminars and conferences, as well as monitoring, reporting, and evaluation.
* Prepare reports, working papers and other documentation required for running the programme.
* Additional activities that may be required to ensure the success of Section Work Plans in the field of basic sciences.

**REQUIRED QUALIFICATIONS**

**Education:** Advanced university degree (Master's or equivalent) in one of the fields of Basic Sciences.

**Subjects:** Physics, Mathematics, Biology, Chemistry, or other subjects in the field of basic sciences.

**Language skills:** Excellent knowledge of English (spoken and written). working knowledge of the other UNESCO language is an asset.

**Competencies and skills:**

• Excellent oral and written communication skills, with proven ability to provide high quality, clear and concise presentations, documents, reports, and recommendations.

• Good IT skills including a working knowledge of office software.

• Strong interpersonal skills.

• Ability to work in a team and to maintain effective working relationships in a multidisciplinary and multicultural environment.

• Close attention to details and quality of work.

• Ability to collect, consolidate, synthesize, and analyze information from various sources.

**LEARNING OBJECTIVES**

* To gain practical knowledge of the role of the United Nations (UN); specifically, UNESCO, the specialized agency in Science and Education, and its role to support Member States, particularly in the Science sector.
* To improved knowledge and experience in the UN system, the SDGs and its coordination mechanisms
* To gain experience in working in a multicultural environment with multiple stakeholders in the field of basic sciences, including Government entities, National Commissions, conservation agencies, the private sector and the general public in the different basic science disciplines.
* To gained practical skills in the organization of national, regional, and international conferences/seminars/webinars/boot camps, …etc.

To gain gained experience in developing international programmes, science advocacy, as well as targeting relevant stakeholders.

**ADDITIONAL INFORMATION**