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**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**GENERAL INFORMATION**

**Duration: 12 Months**

**Location: Addis Ababa, Ethiopia**

**Organizational Unit**: UNESCO Liaison Office to the AU and ECA, Liaison Unit

**Supervisor (name, title): Mr. Rodney Ondjika, Liaison Officer**

**DESCRIPTION OF THE TRAINEESHIP**

The incumbent will assist the office in the implementation of the following tasks, namely:

1. Attend, as observer and upon instructions, UNCT related meetings such as Programme Management Teams and Action Groups, Common Country Analysis meetings and to prepare written reports of the outcomes of these meetings;
2. Contribute to the communication and outreach activities of the Office, as well as contribute to the Office’s social media activities, through Twitter and Facebook;
3. Contribute to LO and AFR publications, working documents, reports related to AU/UNESCO cooperation and prepare (whenever necessary) strategic analytic papers on the major trends in AU’s Reform, major political trends in Africa... (to be addressed to DIR/LO and ADG/PAX)
4. Ensure UNESCO participation in relevant AU and UNECA meetings and activities, at technical level, channeling relevant information and advocating for UNESCO’s areas of competence. Such meetings could include, RCM-RCP related meetings, UNLT, UNCT UNSDCF, CAA, follow up of AUC Specialized Technical Committees (STCs), AU Summits and ad-hoc Heads of State meetings
5. Contribute to the organization of AU/ECA-UNESCO programmes consultation meetings aiming at developing joint programmes of action within the context of the UNESCO OSPA (2022-2029), C4/C5
6. Support the action plan on UNESCO’s contribution to the theme of the AU Education year 2024.
7. Any other assignment if needed related to the Office’s cooperation with different entities.

**REQUIRED QUALIFICATIONS**

**Education:** Advanced university degree in political science, law, international public policies or any relevant field related to social sciences

**Subjects: political science, diplomacy, partnerships**

**Language skills:** English, French

**Competencies and skills:** Good interpersonal skills, tact and diplomacy; good analytical skills with ability to undertake research; very good written and oral communication skills; good coordination and interpersonal skills; ability to work effectively in a team and maintain good working relations within a multicultural environment.

**LEARNING OBJECTIVES**

Ability to promote, develop and strengthen relationships between UNESCO and the AU and its partners by advocating for UNESCO’s mandate and mission; produce timely reports on UNESCO/AU joint activities that may lead to informed decisions from UNESCO top management; contribution to the work of the UNESCO team in Addis by integrating the existing coordination mechanisms (RCP, UNLT, UNCT....). Contribute to the work of the team inside and outside of the Organization. Therefore, he/she should be able to interact positively with colleagues and partners.

**ADDITIONAL INFORMATION**

AU is the main political continental organization in Africa. The trainee will be required to maintain regular contcts with the different technical organs of the AU as well as with other relevant partners which maintanin official relationships with the AU (bi-multilateral donors, NGOs, RECs....) as well as with the UNCT teams. The trainee is expected to provide intellectual and technical expertise and demonstrate negotiating and diplomatic skills. Show substantive knowledge and analytical skills in discharging his/her duties.