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**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**GENERAL INFORMATION**

**Duration:** 12 months

**Location:** UNESCO Headquarters (Paris)

**Organizational Unit**: Section of Higher Education, Division for Education 2030 (ED/E30/HED)

**Supervisor (name, title):** Qingling Kong, Project Officer

**DESCRIPTION OF THE TRAINEESHIP**

With the support of the People’s Republic of China, UNESCO initiated the China Funds-in-Trust Project Phase III (CFIT III): *Higher Technical Education in Africa for a Technical and Innovative Workforce*. The objective of the project is to enhance the capacity of higher education institutions to respond to the skill needs for national development in Africa.

Under the authority of the Director of the Division for Education 2030, the overall guidance of the Chief of the Section of Higher Education and the direct supervision of the project officer, the trainee will support the implementation of the CFIT III project and contribute to the realization of its outcomes. The trainee shall:

* Assist with the implementation of the project in collaboration with UNESCO field office colleagues, country focal points, institutional focal points, and other stakeholders.
* Support the preparation of project-related documents (in English and French), i.e., meeting minutes, letters and briefings, periodical and ad hoc reports, etc.
* Raise the visibility of the project by collecting and drafting news items and impact stories from project participating countries, maintaining the official project webpage, preparing monthly newsletters, etc.
* Provide logistic and administrative support to the organization of communications and knowledge-sharing activities of the project.
* Contribute to and perform other duties deemed necessary by the Section Chief and the responsible project officer.

**REQUIRED QUALIFICATIONS**

**Education:** Advanced university degree (Master’s degree or equivalent).

**Subjects:** Education, public policy, international development, or related fields.

**Language skills:** Excellent knowledge of English and good working proficiency of French. A good knowledge of other working languages of UNESCO is desirable.

**Competencies and skills:**

* Solid knowledge of higher education policies, systems, and practices in Africa.
* Excellent written and verbal communication skills with the ability to communicate complex information clearly and concisely in both English and French.
* Good interpersonal skills and ability to work effectively in a multicultural environment.
* Ability to take initiative in recommending actions to improve the efficiency and effectiveness of the project implementation.
* Good coordination, organizational, and time management skills.
* Ability to work and deliver in a timely manner even under pressure and meet tight deadlines.
* Solid IT skills including knowledge of standard office software.

**LEARNING OBJECTIVES**

By the end of the traineeship, the trainee shall:

* Obtain general understanding of the work and mission of UNESCO, with special focus on education.
* Expand knowledge and competencies on higher education, and international cooperation, within the context of a UN Agency.
* Acquire practical experience in project planning, budgeting, implementation, monitoring, reporting and evaluation.
* Gain working experience as well as professional skills in coordination and communication.
* Develop cultural awareness and intercultural communication skills.

**ADDITIONAL INFORMATION**

About the CFIT III Project: <https://www.unesco.org/en/higher-education/cfit-africa>.