



# UNESCO Trainees Programme

## JOB DESCRIPTION

### 1. GENERAL INFORMATION

**Title:** Trainee on TVET (Technical Vocational Education and Training)

**Sector:** Education

**Duty station:** Harare, Zimbabwe

**Director/Head of the office:** Hubert Gijzen

**Trainee supervisor:** Carolyn-Medel Anonuevo, Senior Program Specialist

### 2. DESCRIPTION

**Duration:** 12 months

**Description of tasks:**

- Provide support for the implementation of TVET related activities in Southern Africa (especially with the BEAR project)
- Assist in organizing consultative and training workshops related to TVET as a follow up of our TVET regional meetings
- Contribute to the drafting of the progress reports on TVET
- Carry out any other duty considered relevant to the experience he/she needs to acquire
- Assist in the coordination/reporting of the CFIT related activities in the region

**Expected contribution (major expected outcomes):**

- Support to strengthening the capacities of Member States to design and implement policies aiming at transforming TVET

**Learning objectives:**

After the assignment the trainee will have:

- Acquired an in-depth knowledge of TVET programme related to UNESCO's areas of competence, especially in Southern Africa
- Learnt how to deal with diverse stakeholders;
- Attained Field project management; setting particular objectives and develop appropriate mediation, monitoring and evaluation mechanisms
- Gained solid working knowledge of the operations of an intergovernmental organization;
- Strengthened his/her analytical, communication, negotiation and interpersonal skills,
- Acquired the ability to successfully bring onboard new funding partners.



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### 3. QUALIFICATIONS AND EXPERIENCE OF THE CANDIDATE REQUIRED

#### Academic qualifications (including knowledge of specific subject areas):

- A Master's degree in Education or related field

#### Work experience (if needed):

- N/A

#### Language requirements:

-English

-Some knowledge of French would be an advantage

#### Core Competencies:

- Teamwork: "Ability to maintain effective working relations within a multi-cultural setting and to work effectively in team environment" etc.

- Communication: "Ability to speak and write clearly and effectively" etc.

- Planning and organizing: "Ability to develop clear goals that are consistent with agreed strategies" etc.

- Commitment to Continuous Learning: "Ability to keep abreast of new developments in own occupation/profession" etc.

- Respect for Diversity: "Works effectively with people with diverse backgrounds" etc.

#### Other skills:

- Capacity to be multi-task and proactive;

- Able to work under tight deadlines;

- Excellent IT skills to carry out the work.