



# UNESCO Trainees Programme

## JOB DESCRIPTION

### 1. GENERAL INFORMATION

**Title:** Trainee on Education

**Division:** Associated Schools Project Network (ASPnet), Education Sector

**Location:** Paris, France

**Trainee supervisor:** Ms. Sabine Detzel, s.detzel@unesco.org

### 2. DESCRIPTION

**Duration:** 12 months

**Description of tasks:**

Within the International Coordination of the UNESCO Associated School Project Network (ASPnet), the trainee will contribute to:

- assist with the implementation of the new ASPnet Strategy and Plan of Action (2014-2021) at the international level (new Kit for ASPnet National Coordinators; online platform...);
- assist with the preparation of the UNESCO ASPnet activities, in particular within the flagship projects and other topics concerning innovation in particular in Global Citizenship Education;
- assist in identifying examples of quality education practices with emphasis on peace and education for sustainable development (including climate change, biodiversity, Disaster Risk Reduction) based on ASPnet activities;
- assist with providing technical assistance to UNESCO Member States, including drafting of correspondence, reports and simple translation;
- assist in organizing and preparing information and briefings on ASPnet activities worldwide, including the drafting of web news and entries for the ASPnet database;
- assist with any other tasks required by UNESCO.

**Learning objectives:**

The trainee will acquire working methods within an International Coordination programme at UNESCO and will reinforce his/her competences and skills.



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

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

- Minimum a BA University degree.
- Subjects: Education or related discipline (Social Sciences, International Relations, Communication or Anthropology).

#### **Work experience (if needed):**

- Relevant professional work experience would be considered an asset. For example, the impact of the work within the International Coordination of ASPnet would result in improved visibility of school-based activities, experimentation of innovative methods/materials and the mainstreaming of innovations into national education systems.

#### **Language requirements:**

- Excellent knowledge of English or French; good working knowledge of the other would be an asset.

#### **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
- Strong analytical and writing skills