



UNESCO Trainees Programme

JOB DESCRIPTION

1. GENERAL INFORMATION

Title: Trainee on Knowledge Development in TVET (Technical Vocational Education and Training)

Institute: International Centre for Technical and Vocational Education and Training (UNEVOC)

Location: Bonn, Germany **Director/Head of the institute:** Shyamal Majumdar

Trainee supervisor: Ms Katerina Ananiadou, k.ananiadou@unesco.org

2. DESCRIPTION

Duration: 12 months

Description of tasks:

Provide support in the area of knowledge development in TVET by, inter alia:

- Conducting desk research on various TVET related terms and topics
- Writing essays on various TVET related topics
- Providing input for UNEVOC's online services
- Assisting in the planning, preparation and execution of programmes, workshops and/or meetings, also online
- Any other task as assigned by the supervisor

Expected contribution (major expected outcomes):

- Contributed to UNEVOC's knowledge development and mobilization
- Contributed to UNEVOC's knowledge management and information sharing
- Developed TVET capacities (professional level) in fulfillment of UNESCO's aim to support the Member States

Learning objectives:

After the assignment the trainee will have:

- Acquired an in-depth knowledge of the functioning of UNESCO-UNEVOC
- Deepened and widened the understanding of TVET from an international perspective
- Deepened the understanding of knowledge development and knowledge management in general and specific online tools
- Acquired an in-depth knowledge of the functioning of programmes related to UNESCO's areas of competence
- Learnt how to deal with diverse stakeholders via the UNEVOC Network
- Attained 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, in a multi-cultural team



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3. QUALIFICATIONS AND EXPERIENCE OF THE CANDIDATE REQUIRED

Academic qualifications (including knowledge of specific subject areas):

Bachelor or equivalent in education, knowledge management, TVET, social sciences or any other related field is necessary, master a strong advantage

Work experience (if needed):

Two years of experience in the area of knowledge development is desirable

Language requirements:

English is the working language of UNESCO-UNEVOC, knowledge of any other UN language will be seen as 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