

UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Duration: 12 Months

Location: HQ UNESCO, 7, place de Fontenoy F-75352 Paris 07 SP

Organizational Unit: Africa Department/ Contextual Analysis and Foresight Unit (CAF)

Supervisor : Abdoulaye IBRAHIM

DESCRIPTION OF THE TRAINEESHIP

The Africa Department (AFR) of UNESCO is in charge of the coordination and the follow-up of programmes and activities in and for Africa. During the period covered by the mid-term strategy (2014-2021) action will be based on UNESCO's main priorities in Africa, namely:

- peace-building by fostering inclusive, peaceful and resilient societies; and
- capacity-building for sustainable development and poverty eradication.

The Contextual Analysis and Foresight Unit (CAF) of the Africa Department was established in 2015 to advance the Global Priority Africa. AFR coordinates the full range of UNESCO's cooperation with African Member States, relevant IGOs and NGOs and with bilateral partners and multilateral bodies that implement programmes for Africa related or complementary to UNESCO's. CAF promotes foresight, science, technology and innovation in Africa, and enhances social inclusion, gender equality, youth empowerment and cultural diversity through various projects and partnerships in Africa.

Under the supervision of the Chief of CAF unit, the intern shall:

1. Assist in the preparation and organization of events and conferences
2. Assist in the updating and revamping of webpages in relation to the unit's activities
3. Assist in the development and translation of communication and other material related to the unit's programmatic work
4. Provide support in any other administrative tasks assigned by the Chief of Unit

REQUIRED QUALIFICATIONS

Education: minimum Bachelor's Degree

Subjects: Education, Social Sciences, Development or a related field

Language skills: Strong English language skills required, Knowledge of French is desirable

Competencies and skills:

- Organizational and time management skills
- Strategic, analytical skills and good writing skills in English

- Demonstrated experience in researching or volunteering in the thematic areas of science, technology and innovation, social inclusion, gender equality, youth empowerment, cultural diversity, in Africa region.
- A limited working experience is not mandatory but would be an asset

LEARNING OBJECTIVES

1. Gain conceptual/theoretical understanding of foresight and innovation in the realms of education, science and technology;
2. Gain perspective on how to include gender equality, youth empowerment, social inclusion and cultural diversity aspects in various projects for the African continent.
3. Gain professional skills in communication and advocacy, as well as experience in the creation of content for UN websites.
4. Gain good knowledge of the functioning of a UN specialized agency.

ADDITIONAL INFORMATION

The Priority Africa of UNESCO is one of the two Global Priorities of the Organization with Gender Equality. An operational strategy for Priority Africa has been adopted by UNESCO's 37th General Conference. The Africa Department is in charge of:

- Ensuring the institutional and intersectoral coordination of Global Priority Africa, its reports and the core initiatives within its mandate, in close cooperation with the Sectors and Offices concerned, implementing and monitoring Priority Africa;
- Acting as focal point for UNESCO in its relationships with African Member States, the African Union, the Regional Economic Communities and other regional integration Organizations ;
- Supporting the five multisectoral Regional Offices and the category 1 institutes active in the region, backed by a mechanism of regular consultation between the Offices and Headquarters, in the context of the UNESCO's reform in the field;
- Coordinating forward-looking reflection on Africa and contextual analysis of African realities and challenges and generating forward-looking research and studies to ensure coherence and efficiency in implementing Priority Africa.
- Promoting monitoring and future-oriented reflection activities to a greater extent in respect of Africa's development challenges, opportunities and issues;
- Strengthening further the strategic partnership with African Member States, the African Union Commission, subregional economic communities, civil society, the private sector and the specialized agencies so that they may participate in the Organization's action to a greater extent by making substantive, technical and financial contributions thereto;
- Broadening and bolstering, on the basis of comparative advantages, the complementarity of action with other United Nations system agencies, funds and programmes active in Africa;
- Mobilizing extrabudgetary contributions to Priority Africa flagship programmes;
- Raising the profile of the actions and activities undertaken in the context of Global Priority Africa

More information on : <http://www.unesco.org/new/en/africa-department/about-us/the-department-and-its-missions/>