

UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Duration: 12 months

Location: Almaty, Kazakhstan

Organizational Unit: Education unit, UNESCO Cluster Office for Kazakhstan, Kyrgyzstan, Tajikistan and Uzbekistan

Supervisor (name, title): Lina Benete, Education Programme Specialist

DESCRIPTION OF THE TRAINEESHIP

Provide support for the implementation of targets of the United Nations Sustainable Development Goal 4 (SDG 4) on quality education (e.g., related to education for sustainable development (ESD), global citizenship education (GCED), technical and vocational education (TVET), and Information and Communication Technologies (ICTs) education in Central Asia):

- *Assist in organizing consultative and training workshops related to SDG4, ESD, GCED, TVET and ICT Education such as the Central Asian Symposium on ICT Education (CASIE)*
- *Contribute to the drafting of the briefings, concept notes, background, progress and meeting reports, speeches, PPTs and communication materials on SDG4, GCED, ESD, TVET and ICTs education*
- *Assist with liaising with national and international partners, including Ministries of Education, regional education departments, schools, UN and donor agencies, NGOs and private sector to strengthen partnerships*
- *Support in material translation from English to Russian and from Russian to English*
- *Perform administrative and logistical tasks required for the implementation of activities*
- *Carry out any other duties considered relevant for the work of the education unit and experience he/she needs to acquire*

REQUIRED QUALIFICATIONS

Education: *Master's or PhD degree in social sciences or education*

Language skills: *Excellent knowledge (written and spoken) of English. Knowledge of Russian.*

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 multi-task and be proactive;*

- *Ability to be results oriented and to work under tight deadlines*

- *Proven conceptual, analytical and problem-solving skills*

- *Ability to collect evidence, synthesize and analyze information or data from various sources*

- *Excellent IT skills to carry out the work*

LEARNING OBJECTIVES

After the assignment the trainee will have:

- *Acquired an in-depth knowledge of diverse education issues in Central Asia, particularly related to ESD, GCED, TVET and ICT education*

- *Learnt how to deal with diverse stakeholders from the government, schools, international organizations, NGOs and private sector*

- *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.*