



UNESCO Trainees Programme

JOB DESCRIPTION

1. GENERAL INFORMATION

Title: Trainee on *ICT in education and programme implementation*

Sector: *CI*

Duty station: *Kigali, Rwanda*

Director/Head of the office: *Ann Therese Ndong Jatta*

Trainee supervisor: *Mr Peter Wallet, Programme Coordinator, p.wallet@unesco.org*

2. DESCRIPTION

Duration: *12 months*

Description of tasks:

Provide support for the implementation of the ICT in Education project in Rwanda

Assist in organizing consultative and training workshops related to the project

Contribute to the drafting of the progress reports on ICT in education activities

Carry out any other duty considered relevant to the experience he/she needs to acquire

Learning objectives:

After the assignment the trainee will have:

Acquired an in-depth knowledge of the ICT in education programme related to UNESCO's Education and Communication and Information programme and area of competence

Learnt how to deal with diverse type of stakeholders including Government, development partners, civil society, and teachers;

Attained Field project management skills; setting particular objectives and developing 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,



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3. QUALIFICATIONS AND EXPERIENCE OF THE CANDIDATE REQUIRED

Academic qualifications (including knowledge of specific subject areas):

Candidate will have completed or will be enrolled in a Master's Degree in Education, Educational Technology, or Instructional Technology. Candidate should have knowledge about the use of ICT in education and implications for education systems, teacher training, student outcomes including learning achievement, and modes of employment.

Work experience (if needed):

Language requirements:

Strong ability to speak, read and write in English with some spoken French.

Core Competencies:

Ability to maintain effective working relations within a multi-cultural setting and to work effectively in team environment

Ability to speak and write clearly and effectively

Ability to develop clear goals that are consistent with agreed strategies

Ability to keep abreast of new developments in own occupation/profession

Works effectively with people with diverse backgrounds

Other skills:

- Capacity to be multi-task and proactive;

- Able to work under tight deadlines;

- Excellent IT skills to carry out the work.

Further remarks (if needed):