**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**GENERAL INFORMATION**

**Title:** Trainee – Intercultural Dialogue and Inclusion

**Organizational Unit**: UNESCO Social and Human Sciences Sector; Inclusion, Rights and Intercultural Dialogue Section

**Location:** Paris, France

**Supervisor (name, title):** Anna Maria Majlof, Chief of Section for Inclusion, Rights, and Dialogue

**DESCRIPTION OF THE TRAINEESHIP**

Within this context, the Trainee will be responsible for:

* Supporting the design, development and implementation of activities and programmes – including research, capacity-building, technical assistance, and advocacy – related to the promotion of dialogue for inclusion and peace;
* Developing and managing relevant work plans, strategies, budgets and programme documents;
* Undertaking research and analysis into global trends in the use and application of dialogue and related areas to support programming and internal learning;
* Mapping, identifying and building relationships with relevant potential donors and manage the drafting of fundraising proposals and concept notes;
* Identifying and building partnerships for knowledge sharing, technical exchange, and coordination with key regional, international and local organizations and development partners working on related topics, including government officials and relevant UN interagency working groups and cooperation mechanisms;
* Ensuring support to events, key initiatives, and conferences hosted by the Inclusion, Rights and Intercultural Dialogue Section, notably the annual Global Forum Against Racism and Discrimination;
* Supporting country-level programming to leverage intercultural dialogue as a means of building trust, cohesion, and cooperation, particularly in fragile or conflict-affected contexts, including in Sri Lanka, Ukraine, Rwanda, and South Sudan;
* Support the development of a new workstream on developing practical strategies to advance intercultural digital ethics through digital skilling;
* Coordinating and/or preparing reports, notes, memoranda, briefings and other correspondence and documents, including news articles and social media contributions.

**REQUIRED QUALIFICATIONS**

**Education:** Master Degree in the Social or Human Sciences (social and human sciences, human rights, international relations, economics, gender studies, social communication, education or other relevant field). A first-level university degree in combination with additional two years of relevant experience may be accepted in lieu of an advanced university degree.

**Experience (if any):** Experience in international settings preferable but not required

**Language skills:** Excellent knowledge of English. Knowledge of French desirable, and other UN languages an advantage.

**Competencies and skills:**

* Good analytical/synthesis skills, including the writing and editing of papers for publication.
* Excellent (oral and written) communication skills, including the ability to draft and produce a variety of written material in a clear and concise manner
* Knowledge of e-learning tools and methods
* Excellent organizational skills
* Ability to work effectively in a team and to maintain good working relations within a multi-cultural environment
* Ability to work independently, take initiative and learn quickly and on the job.

**LEARNING OBJECTIVES**

During the assignment, the Trainee will be able to:

* gain insight and experience from working in a specialized United Nations organization, including its mandates and organizational culture;
* learn about the global and country-level work of an institution engaged in efforts to promote and strengthen intercultural dialogue;
* learn technical skills to integrate intercultural dialogue in efforts to support peace, conflict prevention and human rights;
* acquire experience in the communication of policies and plans;
* develop interpersonal skills in interacting with partners from various regions, languages, religions, and cultures.

**ADDITIONAL INFORMATION**

*Background to the work of the Social and Human Sciences Sector*

The social dimension of the 2030 agenda is critical and often undersupported. In order for sustainable development to be realised and achieved, it is important that issues of social inclusion, equality, human rights, and participation are considered within development efforts, underpinned by the appropriate knowledge and ethical reflection needed to render such efforts successful. To support this vision, the Inclusion, Rights, and Intercultural Dialogue Section of the Social and Human Sciences Sector at UNESCO manages a cross-cutting portfolio of research, capacity-building, and advocacy to held build more inclusive and sustainable communities.

*Background to UNESCO’s engagement on Inclusion and Dialogue*

Learning how to live together in a world of increasing diversity has emerged as one of the pressing challenges of our time. Contact between different groups is growing, fuelled by a rise of violent extremism and conflict , resultant displacement and migration , and increasing economic interconnectedness and technological connectivity. Against this backdrop, the importance of reinforcing the values, institutions and skills which promote dialogue as a means of building the trust, understanding and respect needed to prevent and peacefully resolve inter-community conflict, is increasingly apparent. We know that without this, the potential of diversity as a source of innovation and dynamism to advance inclusive and sustainable development will be lost, and the cost of violence – borne disproportionately by the world’s poorest and most fragile countries – will continue to impede equitable progress.