**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**GENERAL INFORMATION**

**Organizational Unit**: *ASPnet Unit, Division for E30*

**Location:** *Education Secor, UNESCO Headquarters*

**Supervisor (name, title):** *Lydia RUPRECHT, Head of ASPnet Unit*

**DESCRIPTION OF THE TRAINEESHIP**

The UNESCO Associated School Network (ASPnet) links educational institutions across the

world around a common goal: ‘to construct the defenses of peace in the minds of children

and young people’. Established in 1953, it promotes the ideals and values of UNESCO by

reinforcing the humanistic, ethical, cultural and international dimensions of education.

Under the overall supervision of the Chief of UNESCO ASPnet Team, the Sponsored Trainee

will:

1. Provide support to the coordination and liaison with the International Centre for UNESCO

ASPnet (ICUA) in Hainan Province, People’s Republic of China

2. Assist in the implementation of UNESCO ASPnet activities on Sustainable Development

Agenda and SDG 4 and Education 2030; in particular innovative global education projects

and campaigns related to sustainable development, global citizenship and intercultural

learning.

3. Assist in the management of ASPnet members, including the updating of lists and verification of country data.

4. Provide support and technical assistance to UNESCO ASPnet community in the use of the

Updated Guide for National Coordinators and the Guide for members. Help draft correspondence.

5. Contribute to the evaluation of funding requests for ASPnet submitted under the UNESCO

Participation Programme, and their follow-up.

6. Assist in collecting and preparing information and briefings on ASPnet activities worldwide, and in preparing communication materials.

7. Assist with any other tasks required by UNESCO.

**REQUIRED QUALIFICATIONS**

**Education:** Masters degree

**Experience (if any):** Education, international relations, humanities, social sciences or related disciplines

**Language skills:** English (French would be an asset)

**Competencies and skills:**

* Be computer literate in standard word processing and software applications such as

Microsoft Word, Excel, PowerPoint or similar;

* Be proficient in use of video web conferencing tools such as Zoom, MS Teams etc.).
* Have demonstrated keen interest in the work of UNESCO and have a personal

commitment to the ideals of the United Nations Charter.

* Have a demonstrated ability to successfully interact with individuals of different cultural backgrounds and beliefs, which include willingness to try and understand and be tolerant of differing opinions and views.
* Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
* Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
* Technological Awareness: Keeps abreast of available technology; understands applicability and limitations of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

**LEARNING OBJECTIVES**

* Enhanced ability in internal and external communication and coordination, particularly in international settings.
  + Enhanced knowledge and understanding of international education development, especially as related to SDG 4 Target 4.7 - Global Citizenship Education and Education for Sustainable Development.
  + Experience in and skills for international project management, including coordination of a global network, project cycle management, implementation and reporting.
* Deepened multi-cultural awareness, diplomatic sensitivity, problem-solving skills and teamwork competency.

**ADDITIONAL INFORMATION**

*Please add background information relevant to the assignment and a* ***link of relevant website***