**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**GENERAL INFORMATION**

**Title:** *Traineeship in Technology and AI in Education*

**Organizational Unit**: *Section for Technology and AI in Education, Education Sector*

**Location:** *Paris*

**Supervisor (name, title):** *Shafika Isaacs, Chief of the Section for Technology and AI in Education*

**Requesting Unit:** Future of Learning and Innovation (ED/FLI) Division

**DESCRIPTION OF THE TRAINEESHIP**

The Section for Technology and AI in Education at the Education Sector supports countries in navigating the digital transformation of education, including responding to the rise of AI, by offering expert guidance, technical assistance, and capacity-building. It works to address the opportunities and challenges of integrating technology into education systems while promoting human-centered, rights-based approaches that empower learners and educators. The section helps governments develop comprehensive digital education policies, foster critical digital literacy, enhance teachers' pedagogical competencies, and create inclusive, culturally appropriate digital content. By leveraging partnerships and global networks, the Section promotes equity, inclusion, and ethical leadership in the use of technology and AI in education, ensuring that education systems are prepared to navigate the complexities of the digital era.

The Section is looking for a trainee to support a range of projects undertaken by the Section. Main tasks include:

* Assisting with day-to-day tasks to ensure the smooth functioning of the Section.
* Supporting the organization of various events convened by the Section.
* Conducting research on relevant topics and providing research assistance to team members.
* Collaborating with team members to draft, edit, and refine communication materials.
* Assisting in drafting correspondence with Member States and partners, as well as other written documents as needed.
* Updating webpages related to UNESCO's digital learning programmes.
* Attending meetings hosted by UNESCO’s Education Sector and other sectors to gain a broader understanding of UNESCO’s work and mission.

**REQUIRED QUALIFICATIONS**

**Education:** Advanced university degree (Master’s degree or equivalent) in Education, Technology and Media Studies, International Development, and other relevant fields

**Experience (if any):** Experience working in international environment is preferred. Experience working on education-related programmes is a strong asset.

**Language skills:** Fluency in English. Working knowledge of French or Spanish is a strong asset.

**Competencies and skills:**

* Fast learner and strong problem-solving skills.
* Strong analytical and reasoning skills.
* Strong communication skills (written and oral) in English and able to exchange information on complex issues.
* Good organizational, time management and project implementation skills.
* Ability to work effectively in a team and to maintain good working relations with professionals in a multi-cultural environment.
* Integrity and professional discretion.

**LEARNING OBJECTIVES**

* Develop familiarity with UNESCO’s work and mission, in particular in education, within the wider international education and development community;
* Develop the ability to analyse and integrate knowledge in a complex environment, formulate judgements and communicate them;
* Deepen understandings for the ways research, foresight and innovation can help influence education policies at both global and national levels;
* Develop interpersonal skills to work effectively in an international environment involving multiples stakeholders and partners.

**ADDITIONAL INFORMATION**

For more information on UNESCO’s work on digital transformation of education, please visit: https://www.unesco.org/en/digital-education