**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**GENERAL INFORMATION**

**Duration:** 6 months

**Location:** Bangkok, Thailand

**Organizational Unit**: UNESCO Regional Office in Bangkok

**Supervisor (name, title):** Faryal Khan, Programme Specialist for Education

**DESCRIPTION OF THE TRAINEESHIP**

Under the overall authority of the Director of the Regional Office in Bangkok, the guidance of the Chief of Education, and the direct supervision of the Programme Specialist for Education, the trainee will play an active role in supporting the Education for Sustainable Development (ESD) and Global Citizenship Education (GCED) programme, with a particular focus on SDG Target 4.7. The traineeship provides hands-on experience in programme coordination, research, stakeholder engagement, and policy implementation, contributing to UNESCO’s efforts to mainstream ESD across Member States.

KEY RESPONSIBILITIES

* Support the coordination and implementation of the ESD for 2030 Country Initiative and Global Citizenship Education (GCED) programme in selected Member States.
* Conduct research and analysis to support evidence-based decision-making and strategic planning.
* Contribute to interdisciplinary and cross-sectoral education programmes focused on SDG Target 4.7, collaborating with other units, field offices, UNESCO HQ, and external partners.
* Assist in the design, planning, and execution of seminars, capacity-building workshops, and communication and advocacy initiatives to advance ESD and GCED.
* Contribute to resource mobilization efforts, supporting the team in developing partnerships and securing funding for ESD and GCED initiatives.
* Provide additional support as required by the Chief of Section and Programme Specialist, ensuring effective implementation of programme activities.

**REQUIRED QUALIFICATIONS**

**Education:** Completed advanced university degree (Master’s or equivalent) in a related field to UNESCO’s work, including education, educational development, economics, public policies, social sciences.

**Working experience:** Demonstrated experience (preferably 2 years) in a relevant field of UNESCO’s work.

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

**Competencies and skills:**

* Excellent interpersonal skills
* Analytical skills and ability to collect, synthesize and analyze information from various sources
* Excellent written and oral communication skills
* Demonstrated ability to plan strategically, and to translate strategy into priorities and action
* Ability to work in team in multicultural environments
* Very good IT skills and knowledge of media and information literacy

**LEARNING OBJECTIVES**

At the end of the traineeship, the trainee will learn to:

* **Understand and apply** UNESCO’s mandate and operational framework for Education for Sustainable Development, and Global Citizenship Education, particularly in the context of **educational programming, policy implementation, and monitoring.**
* **Gain practical experience** in the **design, execution, and evaluation** of **Education for Sustainable Development (ESD) and Global Citizenship Education (GCED) initiatives** in the region.
* **Work effectively** in an **intercultural environment**, fostering collaboration and teamwork.
* **Develop essential project management skills,** including drafting **concept notes, project documents, terms of reference, reports, presentations, newsletters, and public relations materials.**
* **Build and strengthen partnerships** with institutions and experts working in **UNESCO’s areas of competence and the Sustainable Development Goals (SDGs).**

**ADDITIONAL INFORMATION**

The UNESCO Regional Office in Bangkok covers Afghanistan, Cambodia, Lao PDR, Myanmar, Vietnam, Singapore and Thailand. The office represents UNESCO in the United Nations regional architecture, namely the Regional Collaborative Platform for the Asia-Pacific, co-leading the Learning and Education 2030+ network (SDG4).

The Education Section at the UNESCO Regional Office in Bangkok is dedicated to strengthening the capacities of the Member States to provide equitable, inclusive, and quality education and lifelong learning opportunities for all. Through targeted support, UNESCO Bangkok assists Member States in designing, reviewing, financing, and systematically monitoring their education sector policies and plans to develop transformative education systems aligned with SDG4.

The assignment will entail programme and project administration through technical inputs and management support. The Trainee will be expected to learn and acquire basic knowledge and skills in handling UNESCO’s internal administration, knowledge management and partnership liaison through on-the-job training and other tailored, capacity-building opportunities.