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**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**GENERAL INFORMATION**

**Duration:** 6 months

**Location:** Paris, France

**Organizational Unit**: Education Sector, Division for Education 2030, Section for SDG 4 Leadership (ED/E30/SDG)

**Supervisor (name, title):** Marco Pasqualini, Programme Specialist

**DESCRIPTION OF THE TRAINEESHIP**

The Sponsored Trainee will support the team in charge of Non-State Actors mobilization by:

* Ensuring daily liaison with the SDG 4 Youth & Student Network members to support the organization of their work and to facilitate the contribution to the implementation of UNESCO’s education programme in Headquarters and the Field.
* Organizing regular meetings with SDG4 Youth & Student Network members, follow up on the implementation of Network activities and projects, facilitate the organization of online and in-presence meetings and events.
* Ensuring that the SDG4 Youth & Student Network Executive Committee, and notably the High-Level Steering Committee (HLSC) representatives, are informed about the HLSC work and consult the members ahead and after these meetings.
* Supporting the mobilization of civil society representatives through the CCNGO for Education 2030: ensure the contact list is up to date and support the organization of meetings and consultations to advance the HLSC agenda.
* Supporting the mobilization of youth and civil society for the definition of the post-2030 agenda for education, including by organizing meetings and writing summaries and reports.
* Supporting the reporting of Non-State Actors activities.
* Supporting communications and advocacy efforts, ensuring that youth and civil society voices remain at the center of SDG 4 communications and advocacy campaigns.
* Writing minutes and reviewing documents.
* Supporting other tasks as required.

**REQUIRED QUALIFICATIONS**

**Education:** Advanced university degree (Master or equivalent) in the field of education, development studies, public policy, social sciences, or other relevant discipline is desirable. A first-level university degree in combination with additional two years of relevant experience may be accepted in lieu of an advanced university degree.

**Subjects:** SDG4-Quality Education, Networks Management, Meaningful Youth Engagement

**Language skills:** Excellent knowledge (oral and written) of English and knowledge of French is an asset.

**Competencies and skills:**

* Excellent oral and written communications skills.
* Good organizational and planning skills, and an ability to prioritize and meet established deadlines.
* Ability to work independently, suggest practical solutions and follow up effectively on management decisions.
* Strong interpersonal skills, with proven ability to maintain effective working relations within a multi-cultural environment and with partners outside of the organization.
* Ability to work effectively under pressure, to manage heavy workload and to meet tight deadlines.
* Broad understanding of a wide range of public policy issues in education.

**LEARNING OBJECTIVES**

The Sponsored Trainee will acquire a sound knowledge of the operations of an intergovernmental organization; a thorough understanding of UNESCO, its mandate, functions, and in particular its education programme; a better understanding of emerging issues in the field of education, and how UNESCO collaborates with governments and other diverse stakeholders.

The Sponsored Trainee will also gain professional experience in technical cooperation and in the development, management and administration of multilateral programmes and projects, notably related to Meaningful Youth Engagement.

He/she will have the opportunity to work in an intercultural environment and interact directly with colleagues from different UNESCO programme sectors, other UN agencies, educational institutions and government officials from Member States.

He/she will strengthen his/her analytical, communication, negotiation and interpersonal skills.

**ADDITIONAL INFORMATION**

UNESCO is the United Nations agency specialized in Education. It has a global mandate to lead, coordinate and monitor SDG 4-Education 2030.

It is in this capacity that UNESCO hosts the SDG 4 Inter-Agency Secretariat, which coordinates global efforts to advance SDG 4.

Among others, the SDG4 Inter-Agency Secretariat coordinates the SDG 4 High-Level Steering Committee (the global apex body for decision-making in education), the SDG 4 Youth & Student Network and the CCNGO for Education 2030.

The SDG 4 Youth & Student Network is composed of about 100 young education experts and leaders from all over the world that advocate and provide technical advice to advance SDG 4. It will play a key role in defining the post-2030 agenda as per a 2025 Decision of the SDG 4 High-Level Steering Committee.

The CCNGO for Education 2030 is a network a civil society organization committed to advancing SDG 4 at global level.

More information: [www.unesco.org/sdg4education2030](http://www.unesco.org/sdg4education2030)