**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**GENERAL INFORMATION**

**Title:** Trainee in Strategic Foresight

**Organizational Unit**: Unit for Foresight and Intelligence, Bureau of Strategic Planning (BSP)

**Location:** Paris, France

**Supervisor (name, title):** Ms Caroline Siebold, Head of Foresight and Intelligence Unit

**DESCRIPTION OF THE TRAINEESHIP**

The Bureau of Strategic Planning (BSP) is UNESCO’s central hub for strategy, programme planning, and partnerships. The unit for Foresight and Intelligence is responsible for facilitating enhanced and more forward-looking strategic positioning and programming in a rapidly changing operating context, based on strategic foresight, future-oriented approaches, and strengthened environmental scanning/ partner intelligence in financing for development on key priorities for the Organization. Within this context, responsibilities of the trainee will include:

* Undertake research and analysis on strategic foresight methodologies and their enhanced integration with strategy, programme development, and partnerships, identifying good practices and use cases across UN system organizations, academia, and think tanks;
* Contribute through the implementation of an institutional environmental scanning approach, informed by partner intelligence on donor/ partner priorities and the global development cooperation and financing for development landscape, as well as contribute to the development – in collaboration with experts and institutional stakeholders – of concrete financing approaches in UNESCO priorities;
* Contribute to the development and roll-out of a corporate foresight strategy and approaches/ tools, building on the work underway in UNESCO Programme Sectors (Education, Natural Sciences, Social and Human Sciences, Culture, Communication and Information) as well as UNESCO Field Offices across all regions, in consultation with all relevant stakeholders;
* Propose approaches and initiatives to integrate new and diverse perspectives into foresight methods for stronger strategic planning, decision-making, policy development and programme design.

**REQUIRED QUALIFICATIONS**

**Education:** BA or MA in economics, international relations, public policy, philosophy, foresight studies, emerging technologies, human and social sciences, or natural sciences.

**Experience (if any):** Pre-existing work experience in strategic foresight Is not mandatory but would be an asset. Track record in resource mobilization an advantage.

**Language skills:** Excellent knowledge of English or French and good knowledge of the other language.

**Competencies and skills:**

* Excellent drafting skills in English (French an asset)
* High sense of analysis and synthesis
* Critical thinking and ideas development
* Keen interest in ongoing trends and developments in UNESCO areas of mandate
* Self-driven, proactive, ability to prioritize under competing deadlines
* Good data visualization skills an asset
* Good sense of diplomacy, tact, teamwork and ability to thrive in an international and interdisciplinary work setting

**LEARNING OBJECTIVES**

This position brings excellent learning opportunities and exposure not only on corporate strategy but across all UNESCO Programme Sectors, including the Field Office Network, institutional stakeholders as well as UNESCO partners. The JPO will have the opportunity to follow the work of UNESCO Governing Bodies, as well as participate in key events under the Bureau’s responsibility, such as structured financing dialogues and strategic partnership meetings with Member States and partners, as applicable.

**ADDITIONAL INFORMATION**

This is a small and dynamic new unit, working transversally across the Bureau’s main pillars (strategy, programme, partnerships) with a reporting line to the Director of BSP.