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**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**GENERAL INFORMATION**

**Duration:** 6 months

**Location:** Paris, France

**Organizational Unit**: Unit of National Commissions and Fellowships, Relations with Member States Section, Division of External Relations, Priority Africa and External Relations Sector

**Supervisor (name, title):** Vida Habash, Chief a.i. of Unit of National Commissions and Fellowships

**DESCRIPTION OF THE TRAINEESHIP**

Under the supervision of the Chief a.i., Unit for National Commissions and Fellowships, the trainee will support day-to-day coordination and information management across the Unit, including the National Commissions network and fellowship cycles, as follows:

* Liaise with National Commissions and internal units by preparing messages, tracking follow-up, and maintaining clear communication channels.
* Assist in organizing meetings and webinars by preparing agendas, coordinating outreach and logistics, and producing concise minutes with action lists.
* Maintain and update contact lists, calendars, and shared repositories to ensure accurate and coherent records.
* Compile programme and country information into simple tables or dashboards to support briefings and reporting.
* Support the Fellowships Programme by processing applications, centralizing related data, drafting short notes and official correspondence, and responding to enquiries from applicants, beneficiaries, and Member States.
* Any other tasks that contribute to the Unit’s work and objectives

**REQUIRED QUALIFICATIONS**

**Education:** currently enrolled in a graduate programme (Master’s degree, PhD, or equivalent, second university degree or higher), or recently graduated with a Master’s degree or PhD (or second degree as defined above) 12 months prior to the start of the internship.

**Subjects:** Background in international relations, education, social sciences or business administration.

**Language skills:** Have an excellent command, both written and spoken, of English or French. A good knowledge of the other language (English or French) is an asset and may be required for internships in secretarial and assistantship assignments at the Headquarters.

**Competencies and skills:**

* Ability to work well in a team and adapt to an international working environment.
* Good organizational and adaptability skills, with strong attention to details.
* Ability to work under pressure against deadlines.
* Strong interpersonal and communication skills.

**LEARNING OBJECTIVES**

After the internship, the incumbent will have:

* Acquired knowledge of UNESCO’s programmes and priorities, especially the mechanisms of working with Member States through the Network of National Commissions and Fellowships Programmes.
* Attained basic experience in programme/project planning and management.
* Strengthened her/his communication, analytical and interpersonal skills in a multicultural work environment.
* Gained knowledge of the work and general functioning of international organizations and UN System.

**ADDITIONAL INFORMATION**

As an integral part of Relations with Member States Section within the Division of External Relations, the National Commission and Fellowships Unit is mandated to provide platforms and opportunities for National Commissions for UNESCO to enhance their capacities for effective involvement in UNESCO’s progammes and activities.

Fellowships Programme is one of the important modalities to support sustainable human development and fostering peace and international understanding among the Member States. Please find more information about UNESCO Fellowships Programme on its official webpage: <https://www.unesco.org/en/fellowships?hub=986>.