

## UNESCO Sponsored Traineeship Programme

### Terms of Reference

#### GENERAL INFORMATION

**Duration:** 1 year

**Organizational Unit:** UNESCO Liaison Office in New York

**Supervisor:** Lily Gray, Program Specialist and Liaison Officer

#### DESCRIPTION OF THE TRAINEESHIP

*The incumbent works under the overall authority of the Director and the direct supervision of the Liaison Officer.*

*Support the promotion of UNESCO's priorities at the United Nations in New York as related to the implementation of the SDG and human rights, including the right to education*

*Assist in reporting on items of the UN General Assembly relevant to UNESCO's mandate, including on Agenda 2030; assist in reporting on UN discussions in the United Nations High Level Political Forum's issues relevant to UNESCO's mandate, as well as the work of the Economic and Social Council (ECOSOC) and its functional commissions*

*Help in organizing relevant events at the UN or/in organizing relevant cooperation with the private sector as related to education and social sciences*

*Provide documentation, research and analysis on UNESCO issues and assist in the organization of the documentation for the Office*

*Support the liaison with the other UN Funds, Programmes, Agencies as well as other stakeholders such as academia and civil society partners;*

*Carry out any other duty considered relevant to the experience he/she needs to acquire and that may be required for the success of the work team.*

#### REQUIRED QUALIFICATIONS

**Education:** Advanced University degree in Education, Social or Political Science, International Relations, Law or other relevant field

**Language skills:** Excellent knowledge of English language; writing and speaking; knowledge of French or any other UN official language is an asset

**Competencies and skills:** Excellent analytical and synthesis skills



### **LEARNING OBJECTIVES**

At the end of the assignment, the trainee should have acquired an in-depth knowledge of programmes related to UNESCO's areas of competence and knowledge of the UN system;

Learnt how to deal with diverse stakeholders at the United Nations; Gained working knowledge of the operations of an intergovernmental organization; Strengthened his/her analytical, communication, negotiation and interpersonal skills in a multicultural environment.

### **ADDITIONAL INFORMATION**

This roles and functions of the UNESCO New York Liaison office is set up by the Director-General's Ivory Note of 7 December 2011, categorizing the Office's main areas of work by:

- I. Institutional Representation plus Advocacy and Outreach;
- II. Information analysis and brokering/interface;
- III. Developing and Building Partnerships, plus Organizing visits of the Director-General as well as UNESCO ADGs.

UNESCO New York Office website: <http://www.unesco.org/new/en/unesco-liaison-office-in-new-york>