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**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**GENERAL INFORMATION**

**Duration:** 12 months

**Location:** Bangkok, Thailand

**Organizational Unit**: Teacher Programme, Section for Educational Innovation and Skills Development (EISD), UNESCO Bangkok Office, Asia and Pacific Regional Bureau for Education

**Supervisor (name, title):** WANG Libing, Chief of EISD Section, Natalie HONG, Senior Project Officer

**DESCRIPTION OF THE TRAINEESHIP**

Under the overall authority of the Director of the UNESCO Bangkok Office and Asia-Pacific Regional Bureau for Education, the oversight of the Chief of the EISD Section, and direct guidance and supervision of the Senior Project Officer of the Teacher Programme, the Trainee will provide content-related, technical and administrative assistance for the Teacher Programme. Specific tasks include:

1. Conduct research and produce analyses or summaries;

2. Assist in reviewing draft reports and publications and providing comments;

3. Assist in preparing project documents, concept notes, presentations and other working materials;

4. Assist in organizing and following up on online and in-person programme activities;

5. Attend relevant meetings, take notes and prepare summaries if assigned;

6. Fulfill other relevant tasks assigned by the Chief of the EISD Section or the Director of the UNESCO Bangkok Office.

**REQUIRED QUALIFICATIONS**

**Education:**

Completed Bachelor’s and Master’s degrees by the starting date of the traineeship.

**Subjects:**

Education, Development Studies, Public Policy, Political Science, or other Social Sciences disciplines relevant for the job; a multi-/inter-disciplinary education background is desirable.

**Professional Experience:**

1-2 years of relevant work experience (including internship/traineeship/volunteering) with international organisations, non-governmental organisations, education or research institutions, and/or education-related private sector, experience with UN agencies is desirable.

**Language skills:**

Fluent written and oral English; working knowledge of another language UN official languages (Arabic, Chinese, French, Russian, Spanish) is desirable.

**Competencies and skills:**

* High integrity and strong sense of responsibility;
* Solid research and analytical skills;
* Strong English writing and speaking skills;
* Good organizational and event management skills;
* Proficiency in Microsoft Office applications and adept at website and database management;
* Meticulous, attentive to details and able to ensure accuracy;
* Creativity and independent problem-solving skills;
* Ability to handle multiple tasks in a quality and punctual manner under time pressure;
* Ability to communicate and work effectively and efficiently in multicultural environments;
* Diplomatic sensitiveness, customer-oriented attitude and awareness of confidentiality.

**LEARNING OBJECTIVES**

Through this traineeship, the Trainee can expect to obtain

* insights in the UN System in general and the work of UNESCO in particular;
* good knowledge and understanding of international education development, especially teacher development;
* improved research, analytical and English writing skills;
* professional experience in and skills for international project management and event organization;
* strengthened communication and coordination skills, particularly in international settings;
* deepened multi-cultural awareness and diplomatic sensitivity.

**ADDITIONAL INFORMATION**

The Teacher Programme supports UNESCO Member States in the Asia-Pacific region in developing and implementing teacher policies and improving pre-service and in-service teacher training, in order to increase the supply of qualified and motivated teachers in the region, which is crucial for ensuring inclusive and equitable quality education. The Programme currently consists of the following projects:

1) World Teachers’ Day Asia-Pacific Regional Celebration;

2) Research-based publications on teacher policy and practice;

3) China Shanghai Funds-in-Trust Project “Promoting the Professionalization of Teaching in Asia-Pacific and Africa through the Development and Operationalization of National Teacher Competencies and Teaching Standards Frameworks”;

4) China Hainan Airline Funds-in-Trust Project “Enhancing Girls’ and Women’s Right to Quality Education through Gender Sensitive Policy Making, Teacher Development and Pedagogy in South, Southeast and Central Asia”;

5) Korea Funds-in-Trust Project “Promoting Global Citizenship Education in the Asia-Pacific Region through a Whole-School Approach”;

6) China-sponsored Wenhui Award for Educational Innovation in the Asia-Pacific Region.

For more information, please visit https://bangkok.unesco.org/theme/teachers.