**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**GENERAL INFORMATION**

**Duration:** 12 months with possibility of renewal

**Location:** Paris, France

**Organizational Unit**: *Education Sector, Future of learning and innovation*

**Supervisor (name, title):** Keith Holmes, Programme Specialist, Research Coordinator

**DESCRIPTION OF THE TRAINEESHIP**

Serving as a think tank to reimagine education and leverage knowledge for just and sustainable futures, the Future of Learning and Innovation team comprises three strands of work:

(1) *Education research and foresight*which aims to shape global policy debate on the future of education;

(2) *Technologies and learning*which aims to steer human-centered digital transformations in education, and

(3) *Knowledge and innovation*which aims to encourageinterdisciplinary research through university networks.

The traineeship is within the Education, Research and Foresight strand of work. Building on a continuous review of research production, an analysis of both global education policy and emerging megatrends, as well as consultations with various constituencies, the Education research and foresight programme reinforces UNESCO's observatory function in education. Through more synergetic research and foresight, the programme activities aim to strengthen UNESCO's capacity to guide, inform and lead the global debate on the future of education.

Under the overall authority of the Assistant Director-General for Education (ADG/ED), the guidance of the Director of the Future of Learning and Innovation (ED/FLI) Team, and the direct supervision of the Programme Specialist, the Trainee (Research and analysis) will perform the following tasks:

* **Research**: Contribute to the research and knowledge generation on the future of education and learning, including on the Education Research and Foresight (ERF) Working Papers series, and the IdeasLab blog on the Futures of Education. Contribute to the drafting of reports to present evidence and analysis, as well as to the development and review of survey questionnaires.
* **Data and analysis**: Consolidate data from global public databases and prepare short trends or descriptive analyses. Check data for completeness, accuracy and consistency and verify its coherence with other sources.
* **Monitoring knowledge production**: Contribute to monitoring the impact of UNESCO knowledge production in education by compiling, classifying and analyzing knowledge production.
* **Analysis of activity reports**: Review activity reports of UNESCO University Chairs with special focus on the transformation of knowledge, learning and education.
* **Support the preparation of research seminars:** Support the preparation and follow-up of research seminars including preparation of presentations.

**REQUIRED QUALIFICATIONS**

**Education:** Advanced university degree (Masters or equivalent) in the field of education, development studies, public policy, international relations, economics, and/or other relevant fields.

**Work experience:** Preferably three years of relevant work experience. One year at the international level, would be an asset.

**Language skills:** Proficiency in English required. Knowledge of another UN language (French, Arabic, Chinese, Russian or Spanish) is an asset.

**Competencies and skills:** Excellent drafting skills in English; Ability to manage heavy workloads and meet tight deadlines, paying close attention to detail; Excellent interpersonal skills and ability to build and maintain effective working relations with colleagues, partners, relevant institutions, intergovernmental and non-governmental organizations and other relevant institutions; Solid IT skills including knowledge of Office software and demonstrated ease of working with data, including large datasets.

**LEARNING OBJECTIVES**

The Trainee will gain solid working knowledge of the operations of an intergovernmental organization, acquire in-depth knowledge of UNESCO, its mandate, its functions, and particularly its Education programme. The Trainee will also gain a better understanding of emerging issues in education, and of how UNESCO collaborates with governments and other stakeholders in addressing them.

S/he will have the opportunity to work in an intercultural environment and interact directly with colleagues from different UNESCO programme sectors, education institutions and government officials in all Member States as well as a variety of other UNESCO partners.

S/he will strengthen analytical, communication, negotiation and interpersonal skills.

**ADDITIONAL INFORMATION**