**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**GENERAL INFORMATION**

**Organizational Unit**: UNESCO Regional Office for West Africa (Sahel)

**Location:** Dakar, Senegal

**Supervisor (name, title):** Adele NIBONA, Program Specialist

**DESCRIPTION OF THE TRAINEESHIP**

*Under the overall authority of the Regional Director and the direct supervision of the Culture programme specialist, the intern will support the coordination, implementation and monitoring of the activities of the Culture programme in West Africa-Sahel, in close collaboration with the culture team members and project officers. He/she will support the implementation of UNESCO Culture conventions in the region.*

*The intern will provide specific technical support in the following areas:*

*- Support the implementation of the different projects and activities related to* ***the 2005 Convention on the Protection and Promotion of the Diversity of Cultural Expressions****. In this respect, the intern should provide technical inputs and support the coordination of the activities. This will include:*

* *Contribute to the implementation of a continental joint action with the African Union and the International Labour Organisation to promote decent work in the cultural and creative economy in Africa.*
* *Provide support to the Gambia and Niger for the submission of their Quadrennial Periodic Report in the framework of the 2005 Convention.*
* *Support the implementation of the project "Reshaping Cultural Policies for the Promotion of Fundamental Freedoms and the Diversity of Cultural Expressions” in Cabo Verde.*
* *Support the implementation of the UNESCO-Aschberg programme in the Gambia and Cabo Verde and in any other country covered by Dakar office that may be selected following the 2022 call for applications.*

*- Support the implementation of the Action Plan following the global conference on cultural policies – MONDIACULT 2022.*

*- Support in implementing projects and organizing consultative and training workshops related to the* ***2003 Convention for the safeguarding of Intangible Cultural Heritage****. This will include:*

* *Support actions to accompany the States covered by Dakar Office for the submission of their periodic reports on the implementation of the Convention.*
* *Provide support to the successful development of joint initiatives with Education and Sciences sectors related to living heritage, including conceptualizing, and submitting intersectoral project proposals for external funding.*
* *Contribute to the final stages of the project "Strenghtening national capacities for the safeguarding of ICH in The Gambia", notably ensuring the sustainability of actions taken through the creation of a solid exit strategy in collaboration with the implementing partner.*

*- Contribute to the implementation of the communication strategy of the culture programme, ensuring full visibility of the implemented activities and achievements of the project results (e.g. writing and proofreading of articles in English and French, contributions to the communication campaigns related to the above-mentioned activities, letters and notes, etc.)*

*- Support administrative and financial compliance with UNESCO’s rules and procedures.*

*- Contribute to the drafting of planification and reporting documents, provide inputs for progress reports, assessment activities and on the annual culture sector report.*

*- Assist in the execution of any other task related to the implementation of the culture programme and requested by the Head of the Culture Unit.*

**REQUIRED QUALIFICATIONS**

**Education**

* Advanced university degree in the field of culture, cultural policies, heritage, social sciences, international relations, communication.

**Language skills**

* Excellent speaking and writing skills in French is required. The knowledge of English is desirable.
* Portuguese would be an asset.

**Competencies and skills**

* Creativity and innovation skills. Engage actively in the projects implemented and propose different options to solve problems.
* Excellent coordination skills. Ability to manage multiple tasks and prioritise effectively, demonstrating adaptability to tight deadlines.
* Technical awareness and ability to collect, synthesize and analyse information from various sources.
* Excellent communication and interpersonal skills. Ability to work effectively in a team environment and to maintain effective working relations within a multi-cultural environment.
* Good knowledge of UNESCO’s standard setting instruments and programmes in the field of culture would be considered as an asset.

**LEARNING OBJECTIVES**

The intern will enhance its knowledge and skills in:

* Implementation of the culture program in West and Central Africa, in particular to support Member States in the implementation of the 2005 and 2003 UNESCO Conventions.
* Internal and external communication on UNESCO's strategy in the field of culture ine the Sahel.
* Implementation, monitoring, and development of activities for the Protection and Promotion of the Diversity of Cultural Expressions.
* The implementation of activities for the safeguarding of intangible cultural heritage, particularly in The Gambia.

**ADDITIONAL INFORMATION**

The United Nations Educational, Scientific and Cultural Organization (UNESCO) is a specialized agency with a mandate to contribute to peace and security the eradication of poverty and sustainable development through Education, Sciences, Culture and Communication. This Organization is the only One in charge of Culture in the United nations System.

[UNESCO Dakar website](https://fr.unesco.org/fieldoffice/dakar/articles)

[2021 Annual report - UNESCO Regional office for West Africa-Sahel](https://unesdoc.unesco.org/ark:/48223/pf0000381029)

[The Convention on the Protection and Promotion of the Diversity of Cultural Expressions](https://en.unesco.org/creativity/convention)

[The Convention for the Safeguarding of the Intangible Cultural Heritage](https://ich.unesco.org/en/convention)