

**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**GENERAL INFORMATION**

**Duration: 12 months**

**Location: Harare, Zimbabwe**

**Organizational Unit**: Natural *Sciences Sector, UNESCO Regional Office for Southern Africa*

**DESCRIPTION OF THE TRAINEESHIP**

*Under the direct supervision of the Programme Specialist for the Natural Sciences Sector, UNESCO Regional Office for Southern Africa, the sponsored trainee shall undertake the following tasks:*

* *Assist in the overall implementation, management and evaluation of the Be-Resilient Project*
* *Monitor and analyze project development and implementation; review relevant documents and reports; identify problems and issues to be addressed and proposes corrective actions; liaise with relevant stakeholders; identify and tracks follow-up actions.*
* *Support the preparation of inputs to key meetings and events related to the projects.*
* *Provide substantive support and attend consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations, etc.*
* *Undertake outreach activities; conduct training workshops, seminars, etc; make presentations on assigned topics/activities.*
* *Assist in the design and development of project proposals related to the field of expertise,*
* *As may be requested, carry out any other assignments or tasks that are related to the Natural Sciences sector*

**REQUIRED QUALIFICATIONS**

**Education:** Advanced university degree (Master’s Degree or equivalent) in Natural Sciences

**Subjects:** Water Resources Management, Climate Change Adaptation and Mitigation, Environmental Management or a related field is required

**Language skills:** Fluency and excellent writing skills in English are required.

**Competencies and skills:** Good communication, research and analytical skills to be able to rapidly analyze and integrate diverse information from various sources, interpret needs and requirements; Experience, ability and willingness to work within an international environment and to positively cooperate/interact with a plurality of persons with different cultural background; Excellent ICT skills with special focus on office software (word processing, presentations, data sheets)

**LEARNING OBJECTIVES**

* *General understanding of the work and mission of UNESCO, with special focus on the field of science, from a Field Office perspective;*
* *Insight into issues of international cooperation on science and environment in Southern Africa;*
* *Developing knowledge of relevant intergovernmental programmes of UNESCO such as the Man and the Biosphere programme (MAB), the Intergovernmental Hydrological Programme (IHP), in the overall perspective of contributing to the achievement of the 2030 Agenda for Sustainable Development in Southern Africa;*
* *Working in a multi-sectors office and developing interdisciplinary approaches, particularly referred to the management of UNESCO designated sites.*

**ADDITIONAL INFORMATION**

The “Biosphere Reserves as Observatories for Climate Change Adaptation in Southern Africa” (Be-Resilient) Project aims to utilizing a Climate Risk Informed Decision Analysis (CRIDA) approach to address the severe climate change impacts in southern Africa and towards the climate change adaptation and mitigation. For more information, please visit <https://en.unesco.org/be-resilient>.

Given the range of different topics to manage and the particular focus of the project to Southern Africa, the trainee will help prepare activities foreseen in the project that are targeted at the Southern African Region. Additionally, the intern shall contribute to the Intergovernmental Hydrological Programme (IHP) of UNESCO, as well as the Man and the Biosphere (MAB) programme, that is supporting the UNESCO Network of Biosphere Reserves in the region.