**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**GENERAL INFORMATION**

**Duration:** 12 months

**Location:** Bonn, Germany

**Organizational Unit**: UNESCO-UNEVOC International Centre for Technical and Vocational Education and Training

**Supervisor (name, title):** Olivier Pieume, Chief of Technical Cooperation Unit

**DESCRIPTION OF THE TRAINEESHIP**

Under the direct supervision of the Head of the UNEVOC Network Secretariat, and in close cooperation with other staff in the Secretariat, the trainee shall perform the following duties and responsibilities:

**Description of work and activities:**

* Assist in the preparation of events, meetings, presentations, planning and reporting related to the activities of the UNEVOC Network Secretariat and the UNEVOC Network members such as seminars, workshops and conferences;
* Support in the organization of the UNEVOC Network’s flagship activities;
* Participate in meetings and events with the UNEVOC Network’s internal and external stakeholders;
* Collect, organize and analyses data;
* Assist in maintaining and improving the UNEVOC Network Directory;
* Review and improve the archiving system of the UNEVOC Network;
* Undertake desk research on TVET institutions and bodies;
* Assist in the monitoring engagement of UNEVOC Network members in different activities;
* Provide support to unit’s tasks and follow up with different teams to meet deadlines;
* any other task assigned.

**REQUIRED QUALIFICATIONS**

**Education:**

* Advanced stage of university studies in a relevant discipline, e.g. education studies, public management, international relations, political and social sciences or other related fields;
* Interest in the field of international education and/or TVET, international collaboration and networking is desired;
* Familiarity with databases as well as collection and organization of data;
* Good communication skills, interpersonal skills research and analytical skills and willingness to learn;
* Excellent organizational skills;
* Ability to pay attention to detail;
* Ability to work in a dynamic and multi-cultural team.

**Subjects:** Education, Technical and Vocational Education and Training (TVET), economy, monitoring, networking, partnerships.

**Language skills:**

* Must have an excellent command of English, both written and spoken.
* A working knowledge of French or the other official UN languages is a strong asset.

**Competencies and skills:**

* Respect for diversity
* Professionalism
* Accountability
* Communication
* Teamwork
* Planning and organizing
* Strategic thinking
* Making quality decisions

**LEARNING OBJECTIVES**

* Understand multilateral processes;
* Gain insight into development and implementation of projects;
* Understand the role of the UNEVOC Network Secretariat in facilitating knowledge exchange and cooperation on enhancing human and institutional capacities;
* Strengthen skills in research and data analysis;
* Develop soft skills such as stakeholder management, problem solving, resourcefulness, teamwork and time management.

**ADDITIONAL INFORMATION**