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**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**GENERAL INFORMATION**

**Duration:** 12 months

**Location:** Yaoundé, Cameroon

**Organizational Unit**: *Natural Sciences*

**Supervisor (name, title):** Mr. DIAWARA, Bandiougou, SC Programme Specialist

**DESCRIPTION OF THE TRAINEESHIP**

UNESCO, through its headquarters and the Yaoundé Regional Office for Central Africa teams, is boosting activities in the field of Natural Sciences in the sub-region. During the biennium 2022-2023, the Natural Sciences (SC) Sector continues to support Member States in their efforts to promote sciences and the creative economy and safeguard ecological, water sciences and Science Technology and Innovation in response to the global challenges and in the implementation of the 2030 Agenda for Sustainable Development. Actions undertaken by the Natural Sciences Sector are also contributing to the achievement of internationally agreed development goals, including the African Union Agenda 2063 “The Africa We Want”, and in particular Aspiration 1 “A Prosperous Africa, based on Inclusive Growth and Sustainable Development” with Environmentally sustainable and climate resilient economies and communities as goals. To achieve these objectives, UNESCO actively participates in the work of the UN Country Team in Cameroon and closely cooperates with other development partners in the sub-region.

The UNESCO Yaoundé Regional Office through its Natural Sciences Sector is therefore seeking to recruit a trainee to assist SC Yaoundé-based operations. This will provide an opportunity for the selected candidate to build practical skills and develop experience working in an international organization; gain exposure to the international development field; and deepen the understanding of UNESCO development priorities and challenges. Working under the overall authority of the Director of the UNESCO Regional Office in Yaoundé, and the direct supervision of the SC Programme Specialist, the trainee will provide unit-wide support on the sector priorities domains by undertaking the following tasks:

* Support the delivery of the Natural Science Programme in line with the Natural Sciences Sector's strategies and priorities, and the UN strategic country instruments.
* Support activities planned to promote natural science as a tool for inclusive development, peace building and reconciliation.
* Contribute to the organization of international events and conferences for promoting Sustainable natural resource management and Biodiversity conservation, Climate resilience and natural disasters preparedness and prevention, Renewable energy for the achievement of the 2030 Agenda and the African Union 2063 Agenda “The Africa We Want”.
* Liaise with the concerned national/local authorities, environmental institutions and relevant intergovernmental and non-governmental organizations in the sub region and provide them with necessary information as required.
* Contribute to the mobilization of extra-budgetary financial resources, through the preparation of concept notes, prospective approaches to potential donors, etc., to support the implementation of activities under the Natural Science Sector
* Support the follow up and monitoring of project implementation and reporting, to facilitate the evaluation of results achieved including the impact of UNESCO activities.
* Participate in joint programming activities within the context of the 2030 Agenda and the UN Reform and 'Delivering as One', the AU 2063 Agenda, the Common Country Assessment, and the United Nations Development Assistance Framework (UNDAF) etc., as well as participate in meetings to support the National Development Strategy.
* Develop communication materials including news, presentations, social media, and update the content as needed and in line with the Natural Science Sector priorities
* Carry out additional activities that may be required to ensure the success of the work team as requested by the Chief of the Unit.

**REQUIRED QUALIFICATIONS**

**Education:** Advanced university degree (Master’s or equivalent) in the field of science with good expertise in sustainable natural resource management, Environmental sciences or related field, international development or similar field of studies related to UNESCO’s areas of mandate.

**Language skills:** Fluency in English and very good working knowledge of French, Spanish or Portuguese

**Competencies and skills:**

* Integrity and professionalism: demonstrated expertise or knowledge of the thematic areas listed above and ability to formulate sound judgment; very high level of autonomy, sense of personal initiative and ability to take responsibility and/or willingness to accept responsibility and ability to work independently in accordance with established procedures in a politically sensitive environment, while exercising judgment, impartiality and neutrality; ability to manage information objectively, accurately and confidentially; responsiveness and sense of service.
* Commitment to continuous learning: initiative and willingness to learn new skills and keep abreast of new developments in one's area of expertise; ability to adapt to changes in the work environment.
* Planning and organization: organizational effectiveness and ability to solve proven problems, ability to manage a large volume of work in an efficient and timely manner; ability to prioritize and plan, coordinate and monitor (own) work; ability to work under pressure, with binding deadlines, and to manage several projects / activities in parallel.
* Teamwork and respect for diversity: ability to work effectively with other sectors / units within the organization; demonstrated ability to establish and maintain effective partnerships and harmonious working relationships in a multi-cultural and multi-ethnic environment with sensitivity and respect for diversity and equality.
* Communication: confirmed interpersonal skills; good oral and written communication skills (including the ability to write clear and concise reports); ability to make presentations, to formulate clearly and accurately different options; ability to make recommendations and defend them; ability to communicate and empathize with staff (including national staff), military personnel, volunteers, counterparts and local counterparts from a wide variety of backgrounds; ability to keep cool and to be helpful with staff while being objective, without showing personal interest; ability to transfer information and knowledge to a wide range of target groups.
* Flexibility, adaptability, ability and willingness to work in difficult circumstances in Africa.
* Demonstrated adherence to the principles of voluntary engagement, including solidarity, compassion, reciprocity, and autonomy, as well as the core values of the United Nations.

**LEARNING OBJECTIVES**

1. Enhance the educational experience of graduate students through practical and guided hands-on exposure and involvement in UNESCO’s development projects within the central Africa Region.
2. Provide graduate students with an exposure to the working environment of a multilateral organization and a better understanding of UNESCO mission statement concerning the region contingency.
3. Acquire a sound understanding of UNESCO Environmental conventions in their implementation in field offices

**ADDITIONAL INFORMATION**

**Expenses/Cost**

All cost such as living expenses travel, visa application fees and any other cost related to the traineeship MUST be borne by the trainee unless provided for a sponsoring institution.

UNESCO Yaoundé Regional Office for Central Africa will incur NO cost except for travel that is related to the implementation of projects in Cameroon for which the trainee is assigned.

**Status in the UN**

Gratis personnel are not considered as staff members.