

令和5年度広島大学ユネスコインターンシップ募集要項

本プログラムは、広島大学と国際連合教育科学文化機関（ユネスコ）（以下、「ユネスコ」という。）のインターンシッププログラムに関する協定に基づき、広島大学大学院に所属する学生をユネスコに数ヶ月間インターンシップとして派遣するプログラムです。

ぜひこの機会にユネスコでの仕事に従事し、国際的な教育に関する諸領域（政策、実践、調査研究等）においてユネスコが有する豊富な知見に触れながら、グローバルに通用する人材を目指してみませんか。

【概 要】

期 間：本学の選考とユネスコの最終決定後、できるだけ早い時期。

予定：2023年10月～2024年9月までの間で、6ヶ月以上1年程度。

場 所：ユネスコの各事業所（次の5ヶ所のうち何れか1ヶ所）

1. 自然科学（SC）：UNESCO Headquarters (Paris, France)
2. 社会科学と人間科学（SHS）：UNESCO Headquarters (Paris, France)
3. コミュニケーションと情報（CI）：UNESCO Headquarters (Paris, France)
4. 特定の分野なし：UNESCO Field Office (Beijing, China)
5. 教育（ED）：UNESCO Field Office (Dakar, Senegal)

業 務：今年度のインターンシップの主要プログラム分野は、自然科学（SC）、社会科学と人間科学（SHS）、コミュニケーションと情報（CI）、教育（ED）等の各受入先事業所が展開する事業の業務を行います。

詳細については、別添のプログラム内容を確認してください。

1. 自然科学（SC）：UNESCO Headquarters (Paris, France)
Water Science Division, Hydrological Systems, Climate Change and Adaptation (HCA) Section
2. 社会科学と人間科学（SHS）：UNESCO Headquarters (Paris, France)
Sports Section, Sector for Social and Human Sciences.
3. コミュニケーションと情報（CI）：UNESCO Headquarters (Paris, France)
Documentary Heritage Unit, Digital Policy, Inclusion and Transformation Division (CI/DHE)
4. コミュニケーションと情報（CI）：UNESCO Headquarters (Paris, France)
The Information For All Program (CI/IFAP)

5. コミュニケーションと情報 (CI) : UNESCO Headquarters (Paris, France)
Universal Access to Information (UAI), Communication and Information Sector
6. No specific field : UNESCO Field Office (Beijing, China)
Natural sciences, Social Sciences
7. 教育 (ED) : UNESCO Field Office (Dakar, Senegal)
Sustainable Education and Climate Change

※広島大学でユネスコインターンシップ派遣学生を決定した後、さらにユネスコ受入先事業所での審査が行われます。

ユネスコ受入先事業所での審査方法:筆記試験, 面接 (オンライン利用又は電話)

※具体的な受入部署・内容は、ユネスコ各受入先事業所が広島大学から派遣候補者の選出を受けて決定します。

対象学生：大学院学生（研究科・学年不問）

募集人数：各事業所1名程度（応募者多数の場合は選考となります。）

- 応募条件：① 海外での業務に強い意欲があり、心身ともに健康であること。
- ② 申請時・インターンシップ期間を通じて広島大学大学院の正規課程に在籍する者（インターンシップ期間中に休学している者を除く。）
 - ③ 国際的な教育の普及や改善に関連のある研究を行っている者
 - ④ ユネスコ憲章の理念を理解し、その活動に貢献する志のある者
 - ⑤ 業務の遂行能力のある者
 - ⑥ 英語能力（業務が遂行可能なレベルの英語能力）

応募締切：令和5年7月31日（月）17：00

応募方法：応募締切までに下記の提出書類をグローバルキャリアデザインセンター（学生プラザ2階）へ提出してください。

- 提出書類：① 広島大学ユネスコインターンシップ申請書（様式1）
- ② 広島大学ユネスコインターンシップ志望理由書（様式任意。A4用紙1～2枚程度。志望動機、本インターンシップに期待すること、現在までの研究状況等について記述してください。）
 - ③ 英語能力試験の証明書の写し（TOEIC, 英検等）
 - ④ 指導教員の承諾書（様式2）

- ⑤ 成績表 (GPA)
- ⑥ 履歴書 (自由形式：英語版)
- ⑦ 「学研災付帯賠償責任保険 (学研賠)」又は、「外国人留学生向け学研災付帯学生生活総合保険 (インバウンド付帯学総)」加入の確認書類 (保険料支払い領収書写し等)
- ⑧ 広島大学ユネスコインターンシップ派遣奨学金申請書 (「令和5年度広島大学ユネスコインターンシップ派遣奨学金公募要領」をよく確認の上、奨学金を申請する場合は本申請書を提出してください。)

【注意事項】

※ 本インターンシップでは、給与、手当等は支給されません。

「令和5年度広島大学ユネスコインターンシップ派遣奨学金交付要領」に基づく奨学金の交付対象者には、奨学金を交付します。

ただし、奨学金の交付は、他経費等により受給 (支弁) されていないことを前提とします。

なお、奨学金は、以下項目のインターンシップに参加するために要する学資に充てるものとします。

- ① インターンシップ参加費
- ② 東京海上日動火災保険(株)のトータルサポートサービス付き海外旅行傷害保険の加入
- ③ 旅券取得費
- ④ 査証取得費
- ⑤ 渡航費
- ⑥ 宿舍費
- ⑦ その他インターンシップに参加するために要する学資と認められるもの

※ インターンシップ期間中は全て、学生の責任において自己管理を行っていただきます。また、「海外旅行保険」、「学生教育研究災害傷害保険」及び「学研災付帯賠償責任保険」への加入が必須となります。もみじに掲載している「広島大学の海外渡航リスク管理マニュアル (学生編)」を熟読しておいてください。海外渡航リスク管理セミナーにもなるべく出席してください。

もみじURL <https://momiji.hiroshima-u.ac.jp/momiji-top/learning/risk-kanri.html>

※ 国際情勢や様々な状況によって派遣が延期や中止になることがあります。

※ 採用された学生は、出発前にユネスコの各受入先事業所の担当者に連絡を取り、日程及び渡航方法について連絡するとともに、事前に準備することなど確認するようにしてください。

トラブル等については自己責任となりますので、留意してください。

【問合せ先】

グローバルキャリアデザインセンター

(教育室教育部キャリア支援グループ)

東広島キャンパス学生プラザ2階

Tel: 082-424-5827 (内線5827)

E-Mail: career-group@office.hiroshima-u.ac.jp



UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Duration: 1 year

Location: Paris, France

Organizational Unit: Natural Science Sector, Water Science Division, Hydrological Systems, Climate Change and Adaptation (HCA) Section

Supervisor (name, title): Koen Verbist, Programme Specialist

DESCRIPTION OF THE TRAINEESHIP

The Section of Hydrological Systems, Climate Change and Adaptation (HCA) of the Water Sciences Division carries a portfolio which focuses on thematic and coordination support, for the activities related to hydrological processes, extremes, water scarcity and climate change in accordance with the 9th phase of Intergovernmental Hydrological Programme (IHP, IX 2022-2029) "Science for a water secure world in a changing climate" and 2030 development agenda and also undertakes diverse extra-budgetary projects in the Natural Sciences sector and requires technical assistance to implement the following projects:

- i) Enhancing Climate Services for Improved Water Resources Management in Vulnerable Regions to Climate Change: Case studies from Africa and Latin America and the Caribbean (ClimWaR)
- ii) Addressing Hydro-Climatic Vulnerability through Citizen and Open Science:

Under the overall authority of the Assistant Director-General for Natural Sciences and the direct supervision of the Programme Specialist for Science, the trainee will:

- assist with the implementation of IHP activities related to hydrological processes, and extremes and Extra-budgetary (EXB) projects.
- provide technical support to projects implemented by UNESCO field offices related to the thematic area of the section, such as water-related disaster risk management and climate change adaptation.
- provide support to the daily section tasks, for example with respect to its role within the Ninth Phase of the Intergovernmental Hydrological Programme (IHP), including IHP governing meetings and as the focal point for the UNESCO Climate Change Task Force, among other tasks.

REQUIRED QUALIFICATIONS

Education: Natural Sciences, preferably with knowledge on hydrology

Subjects: Water resources management, climate variability and change, land management, environmental sciences

Language skills: Excellent knowledge (oral and written) English; Knowledge of another UNESCO language (French or Spanish) would be an asset.

Competencies and skills:

- Ability to implement communications and publications strategies;
- Strong communication skills (oral and written) with good reporting skills;
- Ability to conceptualize issues and to analyze data - to compile and synthesize information from various sources in a coherent and succinct manner.
- Planning and organizational skills; ability to establish priorities and to plan, coordinate and monitor own work plan.
- Ability to work under pressure, to meet tight deadlines, paying close attention to detail and quality of work.
- Ability to work in a team and maintain effective working relationships with people of different nationalities and cultural backgrounds.
- Strong IT skills, including MS Office (Excel, PowerPoint, Access, etc.).

LEARNING OBJECTIVES

The incumbent will acquire the following learning objectives:

- Knowledge of the mandate and activities of Intergovernmental Hydrological Programme (IHP).
- Through involvement in different IHP activities, the trainee will learn IHP's priorities and outputs and activities of the IHP-IX (2022-2029) Science for Water Secure World in a Changing Environment.
- Learn the different aspects of the daily implementation of extra-budgetary projects (ClimWaR and Open Science projects)
- Get exposed to and learn how to perform a climate change impact assessment of water resources in vulnerable regions, with a particular focus on Latin America and (Southern) Africa
- Learn about setting up of communities of practice, related to water hazards and the development of drought and flood management tools
- Learn to engage with national stakeholders to develop pilot national drought observatories for drought and flood monitoring and early warning
- Learn about the daily operations of the HCA Unit at the Water Sciences Division including IHP and UNESCO governing processes.

ADDITIONAL INFORMATION

Additional information on relevant projects include <https://en.unesco.org/climwar>, <https://en.unesco.org/be-resilient>, https://en.unesco.org/be-resilient_zim

UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Organizational Unit: SHS/SPR

Location: HQ Paris, France

Supervisor (name, title): Philipp Muller-Wirth, Chief, Sport Section, Social and Human Sciences Sector.

DESCRIPTION OF THE TRAINEESHIP

Under the overall authority of the Assistant Director-General for Social and Human Sciences, and the direct supervision of the Chief of Sport Section, the trainee will provide support in the coordination, implementation and monitoring of activities related to Fit for Life's data, research and impact measurement work e.g. global sport baseline study, national proof of concept pilots.

More specifically s/he will:

- Contribute to the development and implementation of research partnerships, including with leading academic institutions, to support Fit for Life's research and knowledge components.
- Ensure information sharing with relevant internal and external stakeholders in relation to activities implemented, via the development of knowledge products and organization of workshops and fora.
- Input to the development and launch of Fit for Life's digital hub, featuring an interactive database integrating data from Fit for Life's sport baseline study, quality physical education data and other relevant datasets.
- Contribute to the development of a global framework of quality standards and the drafting of capacity building tools informed by Fit for Life's data and research components.

REQUIRED QUALIFICATIONS

Education: Advanced university degree (Masters or equivalent), PhD in a relevant field desirable.

Subjects: Social sciences, development, economics, sport, public health or a related field.

Language skills: Fluency in English (oral and written); working knowledge of French an asset, as well as knowledge of another UN language (Arabic, Chinese, Spanish and or Russian).

Competencies and skills:

Core competencies include – creativity and innovation, technological awareness, results base management and results base budgeting, promoting organizational change and development.

- Strong experience in designing and conducting research using both quantitative and qualitative methods, and commission different types of research projects (literature review, rapid assessments, situation analyses etc), including supervision of researchers, review and editing of research reports;
- Strong experience in developing technical reports presenting a large amount of quantitative and qualitative data, including the supervision of consultants/researchers, writers and designers;
- Strong experience in monitoring and evaluating, including the development and implementation of indicators and familiarity with social return on investment methodologies;

- High level of technical writing skills including the popularization of scientific data in a language and format which is accessible to policy-makers and the general public;
- Experience in developing databases and using new technologies, including AI, to analyse and present data in online platforms;
- Strong experience in programme reporting describing key outcomes and impacts for donors and other types of audiences;
- Good communications skills including oral communication for presentation in meetings;
- Excellent organizational, coordination and partnership building skills;
- Ability to multi-task, prioritize and deliver to deadline, as well as work under pressure.

LEARNING OBJECTIVES

The trainee will have the opportunity to: co-design, coordinate and implement key components of Fit for Life's knowledge work; be fully integrated into the SPR team and have the chance to learn and share with team members working on connected portfolios including communications, partnership development, national implementation strategies, the organization of major intergovernmental conferences and committee meetings.

ADDITIONAL INFORMATION

- [Fit for Life: using sport to drive health, education and equality outcomes \(unesco.org\)](https://unesco.org)
- [UNESCO - Call for Application: Fit for Life Scoping Study \(untalent.org\)](https://untalent.org)

UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Duration: 6-12 months

Location: Paris, France

Organizational Unit: Documentary Heritage Unit, Digital Policy, Inclusion and Transformation Division, Communication and Information Sector

Supervisor (name, title): Fackson Banda, Chief of Unit

DESCRIPTION OF THE TRAINEESHIP

Under the overall authority of the Assistant Director-General for Communication and Information, the guidance of the Director for Digital Policy, Inclusion and Transformation (DIR/DPT), in close cooperation with the Associate Programme Specialist of the Documentary Heritage Unit, and the direct supervision of the Head of the Documentary Heritage Unit, the Sponsored Trainee will transversally support the work of the CI Sector 41 C/5 OUTPUT 8.CI4 relevant to the identification, preservation and accessibility of documentary heritage.

The incumbent will contribute to the work of the team, in particular:

1. Support planning and organization of events under the Memory of the World (MoW) Programme, such as the Interregional MoW Conference and capacity building activities.
2. Assist in the visibility and social media promotions of the MoW Programme, as well as website maintenance and online presence, including updating the MoW International Register database.
3. Contribute to the preparation of the unit's briefings, reports, background papers, and strategy documents.

REQUIRED QUALIFICATIONS

Education: Advanced university degree (Master's or equivalent)

Subjects: Field of information, communication, archival science, records management, or related discipline including history, archeology, sociology, heritage studies.

Language skills: Excellent knowledge (written and spoken) in English.

Competencies and skills:

- Strong analytical and research skills; with capacity for accuracy, paying close attention to detail and quality of work.
- Excellent communication, coordination and organizational skills, with strong writing and oral skills for effective communication.

- Ability to prepare and process documents, with ability to identify key strategic issues, objectives, opportunities and risks.
- Ability to establish and maintain effective working relationships in a multicultural environment.
- Solid computer skills including advanced knowledge of office software such as Word and Excel, as well as knowledge in web content management system.

LEARNING OBJECTIVES

It is expected that the assignment will provide the Sponsored Trainee with the opportunity to develop skills in some of the following areas:

- Gain insight into the work of UNESCO in the field of preservation, accessibility and awareness-raising of documentary heritage in particular, and Communication and Information in general.
- Develop understanding in project management in the context of international development, in particular using UNESCO's Results-Based Management.
- Apply analytical and research skills, and present data and information in the context of the UN.
- Gain experience working with UNESCO's field presence and international partners.

The Trainee will also gain an understanding of the overall work of UNESCO and be given an opportunity to develop soft skills of the UNESCO Competency Framework, in particular teamwork, flexibility and communication.

ADDITIONAL INFORMATION

UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Location: UNESCO HQs, Paris

Organizational Unit: *CI/DPT, IFAP Secretariat*

Supervisor (name, title): Xianhong Hu, Programme Specialist

DESCRIPTION OF THE TRAINEESHIP

Under the overall authority of the Assistant Director-General for Communication and Information, the guidance of the Director for Digital Policy, Inclusion and Transformation (DIR/DPT), and under the direct supervision of the Programme Specialist, the Sponsored Trainee will transversally support the work of the CI Sector 41 C/5 OUTPUT 6.CI2, OUTPUT 8.CI4 and OUTPUT 9.CI6.

More specifically s/he will undertake the following activities:

- Provide overall support to the promotion and implementation process of the Internet Universality ROAM-X framework and the Information for All Programme (IFAP).
- Support the organization of the global, regional and national events related to ROAM-X and Information for All Programme (IFAP).
- Assist in organizing IFAP statutory meetings as well as the monitoring of IFAP projects and activities.
- Assist the visibility and social media promotions as well as websites maintenance and online presence.
- Support the outreach and resource mobilization related to ROAM-X project and IFAP.

REQUIRED QUALIFICATIONS

Education: Advanced university degree (Master's or higher)

Subjects: in Humanities and Social Sciences, international politics, law, public policy, Internet governance, project management, etc.

Language skills: Excellent knowledge (written and oral) of English. Good knowledge of French would be an asset.

Competencies and skills:

- Excellent analytical and drafting skills;
- Excellent communication skills (written and oral) and able to exchange information on complex issues;

- Ability to establish and maintain effective working relationships in multicultural environment with external and internal partners;
- Excellent organization and planning skills, including the ability to organize own work priorities and deadlines. Discretion and maturity of judgement are required;
- Ability to work under pressure;
- Solid computer skills including advanced knowledge of office software such as Word and Excel.

LEARNING OBJECTIVES

It is expected that the assignment will provide the Sponsored Trainee with the opportunity to develop skills in some of the following areas:

- Gain insight into the global vision of UNESCO's work in shaping digital transformation and promoting information as public good for achieving 2030 SDGs.
- Gain experience of the operation of UNESCO's Information for All Programme (IFAP) and knowledge about implementing UNESCO's Internet Universality ROAM-X project.
- Develop understanding in intergovernmental and multi-stakeholder work and project management in the context of international development, in particular using UNESCO's Results-Based Management.
- Apply analytical and research skills, and present data and information in the context of the UN.
- Gain experience working with UNESCO's field presence and international partners.
- Gain experiences in organizing intergovernmental statutory meetings and multi-stakeholder events.

The Trainee will also gain an understanding of the overall work of UNESCO and be given an opportunity to develop soft skills of the UNESCO Competency Framework, in particular teamwork, flexibility and communication.

ADDITIONAL INFORMATION

<https://en.unesco.org/internet-universality-indicators>

<https://en.unesco.org/programme/ifap>

UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Duration: 1 year

Location: UNESCO Headquarter, Paris

Organizational Unit: *UAI, Communication and Information Sector*

Supervisor (name, title): Bhanu Neupane

DESCRIPTION OF THE TRAINEESHIP

Under the overall authority of the Assistant Director-General for Communication and Information, the overall guidance of the Director for Digital Policy, Inclusion and Transformation (DIR/DPT) and Chief of the Section for Universal Access to Information and Digital Inclusion and the direct supervision of the Advisor for Communication and Information of the Unit, the Trainee will serve in one of the Communication and Information Sector's prime activities on Data Governance. The incumbent will be engaged in supporting the conceptualization and implementation of activities related to Data Governance:

- Assist in the development of Governance projects.
- Undertake literature reviews and establish a theoretical base of the programme, including the review of the impact of digital technologies on i) Data Fairness ii) Data Standard iii) Data for societal benefits and iv) Open Government Data.
- Prepare promotional materials and occasional information Blog posts on the issue related to the development of Data Governance;
- Evaluate options and possibilities to use social media to disseminate information or the research articles and papers on Data Governance;
- Assist in a policy study on Open Data and present a consolidated review of national and regional Data policies.

REQUIRED QUALIFICATIONS

Education: University Degree (Master's or equivalent) is preferred

Subjects: ICTs, Data Sciences, economics and statistics

Language skills: Good knowledge (written and spoken) of English.

Competencies and skills:

- Secondary information collection and collation;
- Some knowledge of statistics;
- Excellent analytical and drafting skills;

- Excellent communication skills (written and oral) and able to exchange information on complex issues;
- Ability to establish and maintain effective working relationships in multicultural environment with external and internal partners;
- Excellent organization and planning skills, including the ability to organize own work priorities and deadlines, with ability to work under pressure;
- Discretion and maturity of judgement are required;
- Solid computer skills including advanced knowledge of office software such as Word and Excel.

LEARNING OBJECTIVES

- i. Encourage the trainee to develop the appropriate skills that are essential for independent learning based around ICTs and Data;
- ii. prepare the training for the society of tomorrow by making them understand the usage of ICTs and Open Data for SDGs
- iii. Make the trainee appreciate the construct of knowledge societies, inter alia openness, diversity, plurality and inclusivity because of future changes in the technology

ADDITIONAL INFORMATION

- Trainee will be required to participate in goal-setting meetings at the start of each week with and end-of-week review.
- Regular daily interaction.
- Provide an end of training report.

UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Organizational Unit: UNESCO Beijing Office

Location: Beijing, China

Supervisor (name, title): Shahbaz Khan, Director

DESCRIPTION OF THE TRAINEESHIP

Under the overall authority, guidance and direct supervision of the Director of the UNESCO Office in Beijing, the Trainee will contribute to the intersectoral coordination and communication. More specifically s/he will undertake the following activities:

- Assist in research on domestic policy priorities in countries of East Asia concerning UNESCO's niche areas, especially for Natural Sciences and broader programmes.
- Assist with coordination and support for UN country teams (UNCT) of countries in East Asia Region for the achievement of 2030 Agenda for Sustainable Development through a knowledge-based approach.
- Assist in monitoring and evaluation (M&E), and info-collection for 5 programme units' programming during United Nations Sustainable Development Cooperation Framework (UNSDCF) implementation cycle respectively in China, Mongolia and DPRK.
- Support the communication and coordination with relevant stakeholders and external partners such as National Commissions, UNESCO Category 2 Centres and UNESCO Chairs.
- Provide technical inputs to the Director, which includes contributing to researches, policy papers, briefings, advocacy messages, and keynote speeches for policy dialogues and events;
- Ensure synergies and coherence between five programme units and other related projects and activities to bring about larger benefits and impacts of UNESCO Beijing Office in East Asia, especially in the context of UNSDCF and UNESCO Country Strategy;

REQUIRED QUALIFICATIONS

Education: University degree (preferably at Master level).

Subjects: International relations, social sciences, natural sciences, environment engineering, public management or related discipline.

Language skills:

- Excellent knowledge (written and oral) of English; good knowledge of another/other UNESCO official language(s) Chinese, French, Spanish as well as language(s) of East Asian countries will be an asset.

Competencies and skills:

- Excellent coordination skills and ability to maintain effective working relations with different stakeholders and external partners.
- Excellent analytical, diplomacy and advocacy skills, in particular the ability to collect, synthesize and analyse information from various sources and convey messages.
- Good organizational and project design skills.
- Excellent (oral and written) communication skills, including the ability to draft and produce a variety of written material in a clear and concise manner.
- Ability to work under pressure.
- Ability to take initiative and to manage competing priorities, organize and prioritize heavy workloads to meet established and short deadlines, with a strong capacity for accuracy, close attention to detail and quality of work.
- Good IT skills (Excel, Word, Outlook, PowerPoint, etc.).

LEARNING OBJECTIVES

The Trainee will be exposed to the work of UNESCO as well as work of the United Nations (UN) agencies especially in China, thereby gathering knowledge about international and intergovernmental procedures. He/she will

- Gain in-depth knowledge of the UNESCO Multisectoral Regional Office in Beijing, its networks, and activities (especially for Natural Science Sector) at the regional and local level.
- Acquire skills needed to coordinate and communicate in a multicultural environment, in addition to delivering high quality results/outcomes in a timely manner.
- Learn to coordinate inputs from a variety of stakeholders and formulate policy-relevant advice.

UNESCO Sponsored Traineeship Programme

Terms of Reference

Education for Sustainable development (ESD)/Climate Change Education

GENERAL INFORMATION

Duration: 1 year

Location: Dakar, Senegal

Organizational Unit: Regional Office for West Africa (Sahel) - Education section

Supervisor (name, title): Yoshie KAGA, Education Programme Specialist and Chief of Learning to live together (LTLT) cluster from ED sector

DESCRIPTION OF THE TRAINEESHIP

Under the authority of the Director of the Office and the direct supervision of the Education Programme Specialist and Chief of Learning to live together (LTLT) cluster from ED sector, the trainee is expected to contribute to the work of the Education sector, particularly **education for sustainable development (ESD) / climate change education** and in this regard will undertake the following tasks:

- Assist in research on issues related to ESD / climate change education and SDGs in Africa, especially West Africa Sahel, that will feed into documents such as briefings, concept notes, project proposals, reports and publications.
- Assist in the organization, preparation and follow-up of meetings and events related to ESD / climate change education.
- Assist in general communication, outreach and partnership-building in ESD / climate change education.
- Assist the sector on various tasks related to its education and sub-programmes (e.g. desk research, meeting support, drafting of reports, data analysis, communication).

REQUIRED QUALIFICATIONS

Education: University degree (Master's level or equivalent) in Education, Social Sciences, Environmental Sciences, Economics, or other related subjects.

Subject knowledge: Education, Social Sciences, Environmental Sciences, Economics, or other related subjects.

Languages: Excellent knowledge of French or English and a good knowledge of the other one. Knowledge of Portuguese language will be an asset.

Skills and Competencies:

- Planning and organizational skills; ability to establish priorities and to plan, coordinate and monitor own work plan.
- Ability to work under pressure, to meet tight deadlines, paying close attention to detail and quality of work.

- Strong interpersonal and communications skills (oral and written).
- Ability to interact efficiently with a wide range of partners and stakeholders within and outside the Organization.
- Ability to work in a team and maintain effective working relationships with people of different nationalities and cultural backgrounds.
- Strong IT skills, including MS Office (Excel, PowerPoint, Access, etc.).

LEARNING OBJECTIVES

The Trainee will acquire:

- Knowledge and understanding of key education and development challenges, policies and practices in Africa, especially those related to ESD / climate change
- Experience at a field office of a UN organization .
- Experience in monitoring and evaluating the progress and outcomes of concrete projects and activities
- Knowledge and understanding of the functioning of the UN system in general, and UNESCO's mission and strategy in education

ADDITIONAL INFORMATION

As the lead UN agency on Education for Sustainable Development (ESD), UNESCO has developed a new framework (2020-2030) to enhance the global efforts on ESD entitled “ESD: Towards achieving the SDGs for 2030” (“[ESD for 2030](#)” in short), upscaling and building on the last 15 years of ESD. The “ESD for 2030” framework focuses on streamlining ESD within the 2030 Agenda to achieve the SDGs within the next decade. UNESCO has also created a roadmap, which provides guidance for member states and other stakeholders for the implementation of “ESD for 2030” at country and local levels in particular. This builds on the Global Action Programme on ESD (2015-2019) which followed the UN Decade on ESD (2005-2014).

Following the regional launch of the “ESD for 2030” for [Africa](#) held on 26 November 2020, UNESCO Dakar aims to strengthen its support to member states in the area of ESD with a lifelong and life-wide learning perspective. The office is committed to promoting ESD awareness, knowledge, actions and cooperation needed to build resilience, active citizenship and a sustainable future in West Africa (Sahel), impacted by incidents, conflicts and disasters linked to climate change, environmental degradation and insecurity. Within ESD efforts in this subregion, climate change education as well as disaster risk reduction (DRR) education are particularly relevant.

In addition particular, the Trainee will support the work of UNESCO Dakar in ESD / climate change, such as the preparation of teachers toolkit on disaster risk reduction (DRR) and climate change education in the [Gambia](#), which has started at the end of 2021 following the curriculum integration of DRR and climate change education in early childhood and basic education in the country; conceptualization of training/MOOC on DRR in the education sector for West and Central Africa; development and implementation of the national initiative on ESD for 2030 in Cabo Verde, the organization of ESD learning webinars, an in-person regional meeting on ESD-Net (April 2023, place to be determined), which is a global network launched on 4 October 2022, and a global ESD-Net meeting after the regional one.