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**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**GENERAL INFORMATION**

**Duration:** 12 months (extendable), 2021

**Location:** Montevideo, Uruguay

**Organizational Unit**: UNESCO Montevideo (PHI LAC)

**Supervisor (name, title):** Miguel F Doria, IHP regional hydrologist

**DESCRIPTION OF THE TRAINEESHIP**

* Provide support for the implementation of the activities of the International Hydrological Programme (IHP) in Latin America and the Caribbean
* Assist in organizing training workshops related to freshwater, in particular in connection with the IberoAmerican Conference of Water Directors and with UNESCO Chairs
* Contribute to the drafting of the progress reports and presentations related to IHP
* Carry out any other duty considered relevant to the experience he/she needs to acquire

**REQUIRED QUALIFICATIONS**

**Education:** At least a graduate degree in natural sciences (e.g. environmental sciences, engineering, biology), social and human sciences (e.g. political sciences, international relations, law) or a related area. Some prior knowledge of water sciences is an advantage but not required.

**Subjects:** hydrology, water sciences, environmental sciences, geology and related areas.

**Language skills:** Excellent knowledge of Spanish and very good knowledge of English.

**Competencies and skills:** Teamwork: “Ability to maintain effective working relations within a multi-cultural setting and to work effectively in team environment”

* Communication: “Ability to speak and write clearly and effectively”
* Planning and organizing: “Ability to develop clear goals that are consistent with agreed strategies”
* Respect for Diversity: “Works effectively with people with diverse backgrounds”
* Capacity to multi-task;
* Able to work under tight deadlines;
* Good IT skills.

**LEARNING OBJECTIVES**

After the assignment the trainee will have:

* Acquired an in-depth knowledge of the International Hydrological Programme and other water-related activities in Latin America and the Caribbean related to UNESCO’s areas of competence
* Learnt how to deal with intergovernmental processes and diverse stakeholders in the field of freshwater;
* Attained Field project management; setting particular objectives and develop appropriate monitoring and evaluation mechanisms
* Gained solid working knowledge of the operations of an intergovernmental organization;
* Strengthened his/her analytical, communication, negotiation and interpersonal skills,
* Acquired the ability to successfully bring onboard new funding partners.

**ADDITIONAL INFORMATION**