**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**GENERAL INFORMATION**

**Duration:**  12 months

**Location: Paris**

**Organizational Unit**: ADM/EO/RCP (Risk, Compliance and Policy Coordination Unit)

**Supervisor (name, title): Emeline Mbonyingingo,** Chief of Unit, Risk and Policy

**DESCRIPTION OF THE TRAINEESHIP**

1. Risk management coordination
   1. Support in the elaboration of policy documents on various risk management topics (such as risk management process, fraud and corruption prevention, business continuity) under the guidance of more senior professional colleagues
   2. Review of risk registers from various UNESCO services (around 80) used as basis for the risk assessment process in UNESCO, based on established methodology.
   3. Support in the creation of training materials and participation in training sessions and communications for staff, under the guidance of more senior professional colleagues
2. Compliance functions
   1. Based on established methodology, analyze and coordinate the follow up of oversight bodies’ recommendations (Internal and External Auditors, Oversight Advisory Committee - OAC, Joint Inspection Unit - JIU) with relevant recommendation owners/focal points in various UNESCO services
   2. Support in the review of annual internal control assessments (around 80), under the guidance of more senior professional colleagues
   3. Support in the revision of UNESCO Accountability Framework, under the guidance of more senior professional colleagues
3. Policy coordination
   1. Based on established methodology, review risk matrices to be incorporated in relevant policies, in consultation with relevant process owners
   2. Identify areas requiring policy updates, taking into account the issued raised in risk registers, internal control assessments and oversight recommendations.

**REQUIRED QUALIFICATIONS**

**Education:** Advanced University degree (Master’s or equivalent)

**Subjects:** Audit, finance, business or public administration or related field.

**Language skills:** Excellent knowledge of English and Good knowledge of French

**Experience**: 1 to 2 years of Enterprise risk management, within the framework of an international organization would be an asset.

**Competencies and skills:**

* Excellent training and IT skills (Office 365 / Sharepoint Online environment).
* Client orientation: ability to identify client needs and suggest appropriate solutions
* Communication: Use communication channels, tools and options effectively to convey and exchange the unit activities to a large audience of programme sectors, corporate services, field offices and institutes.
* Innovation: Seek actively to improve projects, activities, work methods and processes, in a context where risk management is being embedded in the Organization to increase its risk maturity.
* Knowledge sharing and continuous improvement: Shares knowledge with colleagues and partners to enhance unit performance and foster knowledge transmission.

**LEARNING OBJECTIVES**

The trainee will be exposed to the entire span of RCP coordination functions and can develop relevant experience in risk management and compliance, profile which is demanded in the UN system.

The trainee will interact with all the organizational units in programme sectors and corporate services at HQ, field offices and Category I institutes. RCP work interfaces with a wide variety of the UNESCO profiles ranging from ADG, Directors, Programme and Technical Specialists, Executive and Administrative Officers: the trainee can therefore develop communication and collaborative skills with various levels of staff members.

**ADDITIONAL INFORMATION**

ADM/EO/RCP was created in May 2019 to coordinate Risk Management, Compliance and Policy with the following objectives:

* Reinforce risk management and better integrate with strategic planning and internal control.
* Reinforce the compliance functions taking into account audit recommendations: this includes the Contracts Committee (CC) secretariat.
* Coordinate the Administrative Manual (through providing the secretariat functions) to ensure policies are updated in consultation with relevant process owners.