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**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**GENERAL INFORMATION**

**Duration:** 12 months

**Location:** Paris, France

**Organizational Unit**: Executive Office, Natural Sciences Sector

**Supervisor:** Mr Jayakumar Ramasamy, Chief Executif Office

**DESCRIPTION OF THE TRAINEESHIP**

Assist the Executive Office of the Natural Sciences Sector, with particular focus on its programme and reporting coordination and research efforts.

**Description of tasks**:

* Create, consolidate and maintain the database gathering SC-Country profiles
* Assist in coordinating briefings and various SC contributions to the in-house and outside documents
* Support the SC/EO’s task in collecting regularly information for the database
* Coordinate with programme specialists to regularly update the country profiles
* Provide quality control review on the inputs received, including cross-referencing with data in SISTER
* Support the EO’s efforts to maintain and moderate the SC UNESTEAMS/Microsoft Teams and Sharepoint platforms to improve general communication and facilitate campaigns.
* Assist in the analysis of communication and documentation management activities and costs, and contribute to project planning (content, methodology, outlines, budgets, tools, human resources, and reporting mechanisms);
* Any other duties entrusted by the Executive Office as needed.

**REQUIRED QUALIFICATIONS**

**Education:** Advanced University Degree. Preferably Masters in the fields of Science and Technology. Management, Statistics.

**Work experience (if needed):** Internships and experience in data management and/or project management would be an asset.

**Language skills:** Excellent knowledge of English; knowledge of French would be an asset.

**Competencies and skills:**

**Core Competencies:**

* Teamwork: “Ability to maintain effective working relations within a multi-cultural setting and to work effectively in a team environment” etc.
* Communication: “Ability to speak and write clearly and effectively” etc.
* Planning and organizing “Ability to develop clear goals that are consistent with agreed strategies” etc.
* Commitment to Continuous Learning: “Ability to keep abreast of new developments in own occupation/profession” etc.
* Respect for Diversity: “Works effectively with people with diverse backgrounds” etc.

**Other skills:**

* Good analytical skills.
* Ability to quickly learn and adopt new technologies.
* Good communication skills.
* Ability to work under pressure.
* Good organizational skills.

**LEARNING OBJECTIVES**

The trainee will be exposed to the work of the United Nations (UN) and cooperation among the UN-Water members, thereby gathering knowledge about international and intergovernmental procedures. He/she will gain in-depth knowledge of the UNESCO Natural Sciences Sector, its networks and activities at the global, regional and local level; learn about deploying communication skills and actions at the science-policy interface and in the public sphere; and gain experience in increasing the global visibility and understanding of scientific issues and related solutions, adapted to specific settings and regions.