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**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**(Natural Sciences)**

**GENERAL INFORMATION**

**Duration: 1 year**

**Location: Yaoundé**

**Organizational Unit: Science**

**Supervisor (name, title): Programme Specialist, Natural Sciences**

**DESCRIPTION OF THE TRAINEESHIP**

Through the Natural Sciences sector, the Yaounde-based UNESCO Regional Multisectoral Office for Central Africa is looking for a trainee to support the various activities of the sector. 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.

The mission of the sector is to support the 10 Member States of Central Africa in accordance with its medium-term strategy 2014-2021 (38 / C4) and its biennial programming 2020-2021 (40C / 5), whose priority areas are: (i) Science, Technology and Innovation (STI) including Science, Engineering Technology and Mathematics (STEM); (ii) Ecological and Earth Sciences (EES) and (iii) Hydrological Sciences (HS). In addition to these areas of the regular program, other projects related to priority areas and contemporary crosscutting challenges are implemented. These are (i) climate change; (ii) renewable energies and (iii) disaster risk prevention. For this position, the trainee will provide unit-wide support on the sector priorities domains with a focus on a STI priority.

Today’s complex economic, societal, environmental and cultural challenges require science, technology and innovation (STI) to be woven into the fabric of society. They require a society where knowledge is co-created through science-policy-society interfaces, processes that connect and allow for fertile exchange between the three. They require countries to invest actively in educating and empowering citizens in using science and evidence-based research to make judicious, political, professional and personal choices. For only through strong linkages between science, policy and society can knowledge societies be created where policy- and decision-makers and citizens alike have the capacity and power to choose the future we want for our planet and all its inhabitants.

Since its inception, UNESCO has been strongly committed to strengthening the links between science, policy and society. By this, UNESCO assists its Member States in formulating their STI policies, strategies and plans as well as in the reform of their science systems, by bringing to light policy options for the governance of science systems in new contexts and supporting participatory policy formulation and/or reviews to improve science management at the national level. This is done by means of the capacity building, provision of guidelines and methodologies, technical advice and guidance on formulation, implementation and monitoring, together with a review of policies and plans concerning national S&T activities. In addition, this is done by a higher implication of youth and woman to improve their participation.

Working under the supervision of a Programme Specialist, the trainee will provide the following **contributions** for the region, not limited to:

* Elaboration of strategic documents, development of concept notes for extra budgetary funds;
* Evaluation of study reports and activities reports of consultations
* Participation in the preparation of workshops and other events;
* Preparation of terms of reference for activities developed by the sector and consultant terms of reference;
* Participation in meetings organized by science sector partners;
* Draft papers and visibility articles on the outcomes of the sector’s activties for publication through the media;

**REQUIRED QUALIFICATIONS**

**Education:** Master degree in technology sciences, science of engineering or any other Master in science related field

**Subjects:** Science Technology and Innovation

**Language skills:** fluency in French or English with a very good working knowledge of the other. Knowledge of Spanish and/or Portuguese will be an asset.

**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.

**ADDITIONAL INFORMATION**

**Expenses/Cost**

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

UNESCO Yaounde 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 intern is assigned.

**Status in the UN**

Gratis personnel are not considered as staff members.