**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**Education**

**GENERAL INFORMATION**

**Duration:**  12 months

**Location: New York**

**Organizational Unit**: NYO/ED

**Supervisor (name, title): Lily Gray, Program and Liaison Officer**

**DESCRIPTION OF THE TRAINEESHIP**

Under overall authority of the Director of the UNESCO Liaison Office in New York and the direct supervision of the Program and Liaison Officer, within delegated authority, the incumbent will work to:

* Assisting the Program and Liaison Officer in reporting on debates, negotiations and deliberations of the UN General Assembly, Economic and Social Council (ECOSOC) and High-Level Political Forum (HLPF), which are of relevance to UNESCO’s Education, Culture and Social and Human Sciences Sectors. This will entail the respective reflection of the Organization’s mandate and work in relevant UN documents such as the SG’s report and resolutions of the UNGA, ECOSOC and HLPF.
* Supporting the promotion of UNESCO at the UN in New York of the activities and programmes of the Organization in the fields of education, culture and social sciences.
* Assisting in the establishment and maintenance of diplomatic relations with the Permanent Missions of Member states and supporting the liaison with the UN Secretariat, organs, funds and programmes as well as of the UN specialized agencies in New York.
* Assisting in targeted outreach activities, exhibitions, special events, UNESCO reports’ launches and others, in particular providing assistance in organizing special events at the UN.
* Supporting the provision of technical assistance to Member states’ representatives in the negotiations processes of UN General Assembly resolutions related to UNESCO’s priorities and action.
* Analysing UN documents, decisions and processes, and report on all intergovernmental processes related to education, culture and social sciences and youth matters. Provide documentation, research and analyses on UNESCO issues and assist in the organization for the documentarian in these fields for the Office.
* Carrying out any other duty considered relevant to the experience he/she needs to acquire and that may be required for the success of the work team.

**REQUIRED QUALIFICATIONS**

**Education:** Advanced University degree Advanced University degree, MA equivalent

**Subjects:** International Relations, Education, Culture, Social Sciences, Economics, Political Sciences or other relevant field.

**Language skills:** Excellent knowledge of English language, writing and speaking knowledge of French is an asset. Working knowledge of another official UN language (Arabic, Chinese, Russian or Spanish) is also an asset.

**Competencies and skills:**

* Excellent communication skills, including the ability to draft and produce a variety of written material in a clear and concise manner.
* Ability to work effectively in a team and to maintain good working relations within a multi-cultural environment.
* Good organizational and coordination skills, as well as IT skills (MS Office)

**LEARNING OBJECTIVES**

The trainee should have acquired an in-depth knowledge of UNESCO’s areas of competences and knowledge of the UN system.

Learnt how to interact with diverse stakeholders at the United Nations; gained solid working knowledge of the operations of an intergovernmental organization. Acquire Strengthened his/her analytical, communication, negotiation and interpersonal skills in a multicultural environment.

**ADDITIONAL INFORMATION**

Describe the background of the Programme and the Organizational context

This roles and functions of the UNESCO New York Liaison office is set up by the Director-General's Ivory Note of 7 December 2011, categorizing the Office’s main areas of work by:

1. Institutional Representation plus Advocacy and Outreach;
2. Information analysis and brokering/interface;
3. Developing and Building Partnerships, plus Organizing visits of the Director-General as well as UNESCO ADGs.

UNESCO New York Office website: <http://www.unesco.org/new/en/unesco-liaison-office-in-new-york>