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**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**GENERAL INFORMATION**

**Traineeship in : Social and Human Sciences**

**Duration: 12 months**

**Location: Harare, Zimbabwe**

**Organizational Unit: UNESCO Regional Office for Southern Africa (ROSA)/ Social and Human Sciences Sector (SHS)**

**Supervisor (name, title): Phinith Chanthalangsy, Unit Head, Social and Human Sciences**

**DESCRIPTION OF THE TRAINEESHIP**

* Take part in developing and extending the Sector’s programmes in the areas of Youth, Social innovation, and Civic Engagement, and Social Inclusion and Disability Rights, by enriching and refining the concept notes, mapping and liaising with the potential partners in the countries covered by the Regional Office, and implementing the existing programmes;
* Participate in developing new programmes in the areas of Ethics of Environment and of AI and Bioethics, Sustainability Sciences, and Masculinities and Gender Studies, by conducting research and desk-review on the issues, organizing brainstorming and discussions, and contributing to the development of concept notes;
* Support the team in implementing the Spotlight Initiative on Eliminating Gender-Based Violence Against Women and Girls in Zimbabwe, and the UN Partnership for the Promotion of the Rights of Persons with Disabilities, UNPRPD (UN Joint Initiatives);
* Participate in developing new interventions in relation to COVID-19 Recovery in partnership with the UNCTs;
* Contribute to fine-tuning a donor mapping in the areas of work of the Sector, in synergies with all Sectors in the Regional Office;
* Take part in organizing events in the countries where projects are being implemented, finalizing publications, coordinating with the main partners and stakeholders on the ground;
* Contribute to improve and update the SHS page of the Office Website.

**REQUIRED QUALIFICATIONS**

**Education:** Bachelor's degree, or MSc, in the Social Sciences and Humanities

**Subjects:**

* Gender Equality and Human Rights
* Social Development
* ICTs, Media and Communication

**Language skills:** Excellent knowledge (written and spoken) of English

**Competencies and skills:**

* Accountability
* Adaptability and Flexibility
* Commitment and Motivation
* Communication
* Creativity
* Knowledge Sharing
* Planning and Organizing
* Working in Teams

**LEARNING OBJECTIVES**

* Professional skills: including specific competencies and reflection on assignment-related abilities; research and programming skills; and on-the-job skills such as time management, problem solving, team building; and career preparedness such as interview skills, CV preparation, job searching.
* Inter-personal skills: including communication and listening skills; multi-cultural awareness and cultural competency; and conflict and stress management; leadership; civic responsibility; and engagement and active participation.
* Institutional knowledge: knowledge on the UN system and Reform on the ground; skills in developing international cooperation and partnerships.

**ADDITIONAL INFORMATION**

The Trainee will also benefit from UNESCO’s:

* Introductory briefings about the organization and office-related context including security, emergency procedures, team work, good cultural practice and orientation to the local environment;
* Structured guidance and coaching including a clear workplan and performance appraisal, participation in programming, partnership building, and communication;
* Presentation to the key partners in the region, and to the UN system in the 9 countries, with a particular emphasis on Delivering-as-One.