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**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**(Education sector – extra budgetary)**

**GENERAL INFORMATION**

**Duration: 12 months**

**Location: Almaty, Kazakhstan**

**Organizational Unit**: Education Unit, UNESCO Cluster Office for Kazakhstan, Kyrgyzstan, Tajikistan and Uzbekistan

**Supervisor (name, title): Ms. Meirgul Alpysbayeva, National Professional Officer**

**DESCRIPTION OF THE TRAINEESHIP**

Within the framework of implementation of extrabudgetary and regular programme activities of the Education Unit (hereinafter – the Unit) of UNESCO Almaty Cluster Office and under the overall authority of the Director of UNESCO Office in Almaty, overall supervision of the Programme Specialist for Education and direct supervision of the National Professional Officer, the trainee will perform the following functions:

* Provide support for the implementation of the United Nations Sustainable Development Goal 4 on quality education in Central Asia through activities related to education sector management, lifelong learning, education for sustainable development (ESD), global citizenship education (GCED), prevention of violent extremism through education (PVE-E), health education and Information and Communication Technologies (ICTs) in education.
* Assist in the compilation, consolidation, and preparation of reports, papers, concept notes, invitations, presentations, and other materials, by assisting in finding relevant information and data as well as conducting research and providing initial drafts and language editing in areas relevant to the Unit and as mentioned above.
* Assist with communication and information management activities, including preparing news, website and social media items of the Unit.
* Contribute to the responses of the Unit upon official requests and correspondence coming from different sources, including UNESCO Headquarters and other offices, National Commissions, other UN agencies, government organizations, etc.
* Conduct English-Russian and Russian-English translations and reviews required for the quality implementation of the Unit’s work.
* Assist in preparing fundraising proposals and liaising with diverse partners involved in various project and activities, including from UNESCO, the government, international agencies, private sector and civil society.
* Work with national partners, including ASPnet schools and UNESCO Clubs to design and implement different education activities dedicated to UN days concerning education;
* Carry out any other duties considered relevant for the work of the Unit as required and experience he/she needs to acquire

**REQUIRED QUALIFICATIONS**

**Education:** Master’s Degree or equivalent

**Subjects:** Education, Economics, Development Studies, International Relations, Social Sciences or another related field

**Language skills:** Excellent command of written and verbal English, good command of Russian is desirable

**Core competencies and skills:**

* Ability to be results-oriented and to work under tight deadlines;
* Proven conceptual, analytical and problem-solving skills;
* Ability to collect evidence, synthesize and analyze information or data from various sources;
* Capacity to multi-tasks and be proactive;
* Attention to details and clarification skills;
* Professional interpersonal and communication skills;
* Proficiency in Microsoft Office Programs, including MS Word, Excel and PowerPoint;
* Ability to maintain effective working relations within a multi-cultural setting and to work effectively in team environment;
* Ability to quickly learn and keep abreast of new developments in education field, including in areas related to education sector management, lifelong learning, ESD, GCED, PVE-E, health and ICT education.

**LEARNING ELEMENTS**

After the assignment, the trainee will have:

* Acquired an in-depth knowledge of diverse educations issues in Central Asia, particularly related to sector management, lifelong learning, ESD, GCED, PVE-E, health and ICT education
* Learnt how to deal with diverse stakeholders from the government, educational institutions, international organizations, NGOs and private sector
* Attained project management skills through practical experience in the field; and particularly contributing to design, monitoring and evaluation processes of UNESCO’s education projects in the field
* Enhanced communications skills by preparing news, website and social media items of the Unit in English and Russian languages
* Gained solid working knowledge of the intergovernmental organization’s operations, including contextual knowledge about Sustainable Development Agenda and UNESCO’s priority areas of education sector in Central Asian region
* Strengthened his/her analytical, communication, negotiation and interpersonal skills
* Acquired the ability to successfully contribute to resource mobilization opportunities as well as ability to identify and involve potential project partners.

**ADDITIONAL INFORMATION**

**WORKING DAYS AND WORK SCHEDULE**

40 (forty) hours per week from Monday to Friday with the working hours from 09:00 to 18:00 hours and one-hour break from 13:00 to 14:00 hours, holidays are per UN Country Calendar.

For additional information about UNESCO Almaty Cluster Office and Education Unit’s activities please use the following link: <http://unesco.kz/>