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**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**(Culture)**

**GENERAL INFORMATION**

**Duration:** 1 year

**Location:** Yaoundé

**Organizational Unit**: Culture

**Supervisor (name, title):** Mr. Christian NDOMBI, CLT Programme Specialist

**DESCRIPTION OF THE TRAINEESHIP**

UNESCO, through its headquarters and the Yaoundé Regional Office for Central Africa teams, is boosting activities in the field of culture with Equatorial Guinea under the UNESCO-Equatorial Guinea Agreement. It is the same with Sao Tome and Principe with activities around heritage, in connection with recent initiatives with the African heritage funds. Cooperation with Angola, another Portuguese-speaking country in the region, peaked with the recent Luanda Biennale on the Culture of Peace organized jointly by UNESCO with the African Union and the government of Angola 18-22 September 2019. These countries, as well as all the countries in the sub-region, are under the dynamic of developing and promoting culture in Central Africa, as well as cultural and creative industries and heritage.

The UNESCO Yaoundé Regional Office through its Culture (CLT) Sector is therefore seeking to recruit an intern to assist CLT Yaoundé-based operations. 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. Working under the overall authority of the Director of the UNESCO Regional Office in Yaoundé, and the direct supervision of the CLT Programme Specialist, the intern will provide unit-wide support on the sector priorities domains, with a special attention to Spanish and Portuguese speaking countries of the sub-region:

* Support the delivery of the Culture Programme in line with the Culture Sector's strategies and priorities, and the UN strategic country instruments;
* Support activities planned to promote culture as a tool for development, peace building and reconciliation;
* Contribute to the organization of international events and conferences for safeguarding Cultural Heritage;
* Liaise with the concerned national/local authorities, cultural institutions and relevant intergovernmental and non-governmental organizations in Equatorial Guinea, Angola and Sao Tome & Principe and provide them with necessary information as required.
* Support the follow up and monitoring of project implementation and reporting, to facilitate the evaluation of results achieved including the impact of UNESCO activities, especially for Spanish and Portuguese speaking countries of the sub-region;
* Participate in joint programming activities within the context of the 2030 Agenda and the UN Reform and 'Delivering as One', the AU 2063 Agenda, the Common Country Assessment and the United Nations Development Assistance Framework (UNDAF) etc., as well as participate in meetings to support the National Development Strategy.

**REQUIRED QUALIFICATIONS**

**Education:** Advanced university degree (Master’s or equivalent) in Culture, Social Sciences, international relations, international development or similar field of studies related to UNESCO’s areas of mandate;

**Language skills:** Fluency in Spanish and/or Portuguese and very good working knowledge of French or English

**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 Yaoundé 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.