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**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**Trainee: Education - Associated Schools Network (ASPnet)**

**GENERAL INFORMATION**

**Duration:** 12 months

**Location:** Paris, France

**Organizational Unit**: Division for Inclusion, Peace and Sustainable Development Education Sector.

**Supervisor:** Ms. Sabine Detzel, Chief of Unit for ASPnet

**DESCRIPTION OF THE TRAINEESHIP**

Within the International Coordination of the UNESCO Associated School Network (ASPnet), the trainee will contribute to:

* Assist with the implementation of the new ASPnet Strategy and Plan of Action (2014-2021) at the international level (Communication with ASPnet National Coordinators and member schools, Online Platform,...).
* Assist with the preparation and implementation of UNESCO ASPnet activities, in particular innovative flagship projects and campaigns related to the Sustainable Development Agenda and SDG 4.
* Assist in identifying examples of quality education practices with emphasis on peace, global citizenship and sustainable development (including climate change, Disaster Risk Reduction, human rights, inclusion and non-discrimination and cultural and natural heritage) from ASPnet member institutions in order to give them visibility through the UNESCO Website, Online Platform and publications.
* Assist with providing technical assistance to UNESCO Member States, including drafting of correspondence, reports and simple translation.
* Assist in collecting and preparing information and briefings on ASPnet activities worldwide, including the drafting of web news and entries for the ASPnet database;
* Assist with any other tasks required by UNESCO.

**REQUIRED QUALIFICATIONS**

**Education:**

* Master’s Degree or equivalent.

**Subjects:**

* Education or related discipline (Social Sciences, International Relations, Communication or Anthropology).

**Language skills:**

* Excellent knowledge of English and French

**Competencies and skills:**

* Teamwork: “Ability to maintain effective working relations within a multi-cultural setting and to work effectively in team environment” etc.
* Communication: “Ability to speak and write clearly and effectively” etc.
* Planning and organizing: “Ability to develop clear goals that are consistent with agreed strategies” etc.
* Commitment to Continuous Learning: “Ability to keep abreast of new developments in own occupation/profession” etc.
* Respect for Diversity: “Works effectively with people with diverse backgrounds” etc.

**Other skills:**

* Capacity to be multi-task and proactive.
* Able to work under tight deadlines.
* Excellent IT skills to carry out the work.
* Strong analytical and writing skills.

**LEARNING OBJECTIVES**

The trainee will acquire professional experience and working methods in relation to:

1. International cooperation and the development, management and administration of multilateral education programmes and projects.
2. Managing a global network with members in over 180 countries.
3. Working in an intercultural environment and interacting with colleagues from different UNESCO programme sectors and with schools and government officials in all Member States.

**ADDITIONAL INFORMATION**