**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**GENERAL INFORMATION**

**Organizational Unit**: UNESCO Regional Office for Eastern Africa, Social and Human Sciences Unit

**Location:** Nairobi, Kenya

**Supervisor (name, title):** Mr Ngandeu Ngatta Hugue, Programme Specialist for Social and Human Sciences

**DESCRIPTION OF THE TRAINEESHIP**

*- Support in the designing, coordination, implementation and monitoring of SHS programme/project/activities* in the Region, notably in area of research, policies, youth, inclusion, intercultural dialogue, peacebuilding, bioethics (including ethics of artificial intelligence and climate change)

*- Support data collections and information mining to inform the work of the Unit in the region, notably on issues related to peacebuilding, human rights, non-discrimination, fighting inequalities and social inclusion*

*- Contribute in the development and strengthening of a Network of Inclusive Cities in the region and the development of a regional strategy of the implementation of the anti-racism and antidiscrimination Road Map for East Africa*

*- Contribute to the implementation of the communication strategy of the programmes/projects of the Unit for ensuring full visibility and outreach of achievements and results, including through the effective use of UN Observances and International Days, and supporting information sharing with relevant internal and external stakeholders*

Provide support for the development of partnerships that will strengthen the implementation, impact and outreach of SHS Programmes in the Region, and contribute in this regard to the design and drafting of project proposals for partnerships and resource mobilization

*- Assist in organizing consultative meetings, conferences and training workshops related to the SHS Programme in the region*

*-*  Contribute in the drafting, review and editing of reports and studies commissioned by the Unit on different SHS topics, as well as in the *drafting of the progress reports on programmes/projects and activities implementation, including briefings and other inputs as may be required*

- Undertake other tasks as and when assigned by the supervisor or the Director for the smooth work of the Unit, including for intersectoral collaboration with other Units and or Offices.

**REQUIRED QUALIFICATIONS**

**Education**: University Degree, preferably a Master’s Degree

**Subjects**: Social sciences, humanities, human rights, peace and conflict resolution, sociology, law, political sciences, international relations

**Language skills**: Excellent command of English in both writing and speaking. Good command of French is desirable.

**Competencies and skills**:

* Good research and analytical skills in social sciences and humanities
* Excellent drafting and editing skills (policy briefs, scientific publications, reports, awareness raising and communication elements, etc.)
* Good knowledge of project design, implementation and monitoring
* Good communication and interpersonal skills.
* Good ability to learn and adapt rapidly in a multicultural environment;
* Ability to work independently on delegated tasks and to be proactive.

**LEARNING OBJECTIVES**

The intern will be immersed in the daily work of SHS Unit in UNESCO’s Regional Office for Eastern Africa, and will be directly engaged in the design and implementation of the programmes, projects and activities of the Unit.

More specifically, upon the completion of the assignment, it is expected that he/she will have:

* Acquired good knowledge and understanding about UNESCO’s mandate, and gain first-hand experience on the operationalization of SHS work to support Member States.
* Good understanding and engagement in the formulation and implementation of programmes, project and activities that outline the comparative advantage of UNESCO within the UN system
* Effective exposure to relevant stakeholders (governments, UN Agencies, academia, and civil society organizations, youth networks, etc.), for the advancement of peace and mutual understanding;
* Acquired practical skills on programme/project design and management, including strategic planning, budgeting, monitoring and evaluation, reporting and communication of results;
* Been recognized in UNESCO’s publication(s) through peer review and quality assurance he/she will provide
* Gain experience on different operational procedures of UNESCO, including the use of specific programming tools and the intersectoral collaboration.

**ADDITIONAL INFORMATION**

The UNESCO Office in Nairobi was created in 1965 for the purpose of serving as a regional hub for science, technology and innovation (STI) in Sub-Sahara Africa. Following the UNESCO Africa Field Reform of 2011, UNESCO Regional Office has evolved from a Regional Office for Science and Technology to the even broader scope of a Multi-Sectoral Regional Office responsible for 13 Member States in Eastern Africa and the adjacent Indian Ocean Islands. Countries that we cover are: Comoros, Djibouti, Ethiopia, Eritrea, Kenya, Madagascar, Mauritius, Rwanda, Seychelles, Tanzania, Somalia, South Sudan and Uganda.

UNESCO pursues its objectives through five sectors in education, natural sciences, social human sciences (SHS), culture, and communication and information. SHS mission is to enable people to create and use knowledge for just and inclusive societies. In this regard, the Sector works to advance knowledge, standards and intellectual cooperation in order to facilitate social transformations conducive to the universal values of justice, freedom and human dignity.

For more information, please see the UNESCO Nairobi website <https://en.unesco.org/fieldoffice/nairobi> and UNESCO SHS website <https://www.unesco.org/en/social-human-sciences>