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**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**GENERAL INFORMATION**

**Duration:** 12 months

**Location:** UNESCO Headquarters (Paris, France)

**Organizational Unit**: Section of Youth, Literacy and Skills Development (ED/PLS/YLS)

**Supervisor (name, title):** Mr Hervé Huot-Marchand, Chief of Section

**DESCRIPTION OF THE TRAINEESHIP**

Under the overall authority of the Assistant Director-General for Education, the guidance of the Director of the Division for Policies and Lifelong Learning Systems (ED/PLS) and the direct supervision of the Chief of the Section of Youth, Literacy and Skills Development (ED/PLS/YLS) and a Programme Specialist, the Trainee shall undertake the tasks listed below.

1. Provide support in the organization of International Literacy Day celebrations (8 September 2023), including:

* Organizing an online global event (September 2023) (e.g. meeting organization, preparing relevant documents);
* Mobilizing governments and partners through UNESCO’s field office and networks for the celebrations at regional and country levels; and
* Coordinating the celebrations across the world (e.g. information gathering).

1. To provide the support for managing the UNESCO International Literacy Prizes, including:

* Organizing an online meeting for the International Jury and its follow-up;
* Preparing for an online Special seminar of the 2022 UNESCO International Literacy Prizes (September 2023);
* Conducting an analytical work related to the prizewinning programmes.

1. Provide support for the mid-term review of the implementation of the UNESCO Strategy for Youth and Adult Literacy (2020-2025).
2. To provide support to the activities to build on the key findings of the survey on national policies and programmes for youth and adult literacy in times of Covid-19 and beyond, including.
3. To provide support to the coordination and monitoring of the implementation of the UNESCO Strategy for Youth and Adult Literacy and its Action Plan, including:

* Liaising and coordinating with the UNESCO Literacy Community;
* Conducting the mid-term evaluation of the UNESCO Strategy implementation.

1. To perform any other tasks as deemed necessary by the Chief of Section.

**REQUIRED QUALIFICATIONS**

**Education:** Advanced university degree (Master’s degree or equivalent) in education, international development or social sciences.

**Subjects:** Education, literacy, adult education, non-formal education, lifelong learning, technical and vocational education and training.

**Language skills:** Excellent knowledge of either English or French (oral and written) and good knowledge of the other language.

**Competencies and skills:**

* Familiarity with the administrative procedures of large Organizations, preferably UN/UNESCO;
* Proven excellent oral, written, analytical and communication skills;
* Ability to manage multi-tasks by prioritizing and adjusting work schedules and to deliver timely results;
* Ability to work in a multi-cultural environment;
* Good computer and other IT skills, including excellent skills in MS office.

**LEARNING OBJECTIVES**

1. Obtaining new knowledge, skills and competencies in education, especially in the areas covered by the Section;
2. Improving knowledge, skills and competencies for drafting different types of documents, and conducting research and analysis;
3. Developing knowledge, skills and competencies required for project management and meeting organization;
4. Obtaining good knowledge of the UN system, in particular UNESCO which is the UN organization specialized in education, and how UNESCO functions through attendance and involvement in a range of activities, including a global event for ILD and meetings of a UNESCO’s governing body.
5. Developing skills for working and communicating in a team in a multicultural environment.

**ADDITIONAL INFORMATION**

**Overview of organizational settings and the work of the Section of Youth, Literacy and Skills Development**

UNESCO is the only United Nations agency with a mandate to cover all aspects of education, and its work encompasses educational development from pre-school, through higher education, to adult education. The UNESCO Education Sector is composed of Divisions and Teams at its Headquarters, 53 field offices and 7 specialized institutes. Its work is guided by the UNESCO Programme and Budget for 2022-2025 (41C/5) and the UNESCO Medium-Term Strategy (C/4), as well as the 2030 Agenda for Sustainable Development and the Sustainable Development Goals (SDGs), in particular the SDG4.

Located at Headquarters, the Section of Youth, Literacy and Skills Development is one of the three sections of the Division for Policies and Lifelong learning Systems. The section is mandated to work in two areas, namely youth and adult literacy and technical and vocational education and training (TVET).

This training programme is particularly concerned with literacy, which has been a key area of work for UNESCO since its establishment. Currently, UNESCO’s literacy work, through its Strategy for Youth and Adult Literacy 2020-2025, focuses on supporting Member States in ‘*ensuring that all youth and a substantial proportion of adults, both men and women, achieve literacy and numeracy by 2030’,* as captured in SDG4 Target 4.6. UNESCO provides targeted support to countries and populations that are facing the biggest literacy challenges in the world, considering the four Strategic Priority Areas specified by the UNESCO Strategy for Youth and Adult Literacy: 1) supporting Member States in developing national literacy policies and strategies; 2) addressing the learning needs of disadvantaged groups, particularly women and girls; 3) leveraging digital technologies to expand access and improve learning outcomes; and 4) monitoring progress and assessing literacy skills and programmes.