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**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**Trainee: Basic Education (Peace and Tolerance)**

**GENERAL INFORMATION**

**Duration:** 12 months

**Location:** Beirut, Lebanon

**Organizational Unit**: ED/Basic Education/Regional Bureau for Education in the Arab States

**Area:** Peace and Tolerance Education

**Supervisor (name, title):** Hegazi Idris, Basic Education Programme Specialist

**DESCRIPTION OF THE TRAINEESHIP**

UNESCO Regional Bureau for Education in the Arab States (hereafter referred to as the Beirut Office) is responsible for the design and the implementation of cross-sectoral field activities aiming at developing a culture of dialogue and strengthening attitudes geared towards openness, tolerance, mutual understanding and the promotion of common human values.

Under the overall authority of the Director of the Beirut Office and direct supervision of the Basic Education Programme Specialist, the trainee will assist in the coordination, planning, implementation, monitoring and evaluation of initiatives related to Global Citizenship, Tolerance and Peace Building Education in Arab States*.* Specifically, s/he will undertake the following tasks and responsibilities:

* Provide support for the development and implementation of Beirut Office’s education in crisis situations in the region.
* Provide assistance to the organization of events and conferences related to education in emergencies that the Beirut Office organizes.
* Review detailed work plans and support the planning, execution and evaluation of the assigned projects in consultation with relevant programme staff.
* Monitor work plans and support preparing budget revisions as necessary.
* Monitor and report on the implementation of the programme activities.
* Support identifying potential local partners within the UN family, NGOs, and private sector for joint programme/programming and expand and strengthen partnership with the relevant line ministries, institutes/universities and NGOs for the implementation of the project and for the strengthening and networking in the region. Identify prospective donors and actively participate in such meetings.
* Assist the UNESCO Office and collaborate with UNESCO Headquarters as well as with other project partners, for effective coordination, planning, implementation and monitoring the project, as well as to support and strengthen UNESCO’s position with intellectual and academic institutions.
* Prepare briefs as necessary on the assigned projects for the supporting donors and for internal use.
* Perform other duties as deemed appropriate by the Director.

**REQUIRED QUALIFICATIONS**

**Education:** Master’s degree or equivalent.

**Subjects:** Education, Social Human Sciences, International Studies, English language or related fields.

**Language skills:** Excellent knowledge of English – French or Arabic is an asset.

**Competencies and skills:**

* Professional knowledge and experience, holistic understanding of sector-wide education development in the region, with particular reference to inclusive education, education in emergencies, peace education, conflict resolution, and intercultural dialogue.
* Deep understanding of the region in terms of political and socio-economic perspectives.
* Experience in programme planning, monitoring and evaluation in the context of UN
* Knowledge about the UN development work in the region.
* Strong sensitivity to and adaptability in cultural, gender, religion, race and nationality
* Advance strategic and analytical skills
* Excellent organizational, networking, partnership building and interpersonal skills.
* Excellent communication skills, including writing and oral expression
* Good IT skills

**LEARNING OBJECTIVES**

1. Acquired an in-depth knowledge of basic education and peacebuilding programme related to UNESCO’s areas of competence.
2. Learnt how to deal with diverse stakeholders.
3. Attained field project management; setting particular objectives and develop. appropriate mediation, monitoring and evaluation mechanisms.
4. Gained solid working knowledge of the operations of an intergovernmental organization.
5. Strengthened her/his analytical, communication, negotiation and interpersonal skills.
6. Acquired the ability to successfully bring onboard new funding partners.

**ADDITIONAL INFORMATION**

Some relevant work experience at the regional level in the field of basic education, higher education, and culture would be considered an asset.