****

**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**Trainee in Teacher Professional Development and Networking Unit**

**GENERAL INFORMATION**

**Duration:** 12 months

**Location:** Moscow, Russia

**Organizational Unit**: UNESCO IITE**,** Teacher Professional Development and Networking Unit

**Supervisor:** Natalia AMELINA,Senior National Project Officer in Education, Chief of Unit “Teacher Professional Development and Networking”.

**DESCRIPTION OF THE TRAINEESHIP**

Under the overall authority of the Director of the UNESCO IITE and direct supervision of the Head of the Unit of Teacher Professional Development and Networking (TPDN), the trainee will contribute to the development, coordination and monitoring of research, analytical, information and training activities within IITE’s budgetary and extra budgetary projects in the thematic areas, including ICTs in education of persons with special needs, ICTs in primary education, and ICTs in early childhood education, and will perform the following duties and tasks:

* Assistance to the team of the UNESCO IITE Teacher Professional Development and Networking Unit in daily operations.
* Preparation of Unit’s documentation.
* Participation in the organization of events.
* Provision of translation and interpretation.
* Preparation of information for IITE’s web site.
* Search and analysis of information required for Unit’s programme activities.
* Liaise with UNESCO Global Networks and IITE’s partners.
* Fulfillment of other assistance duties.

**REQUIRED QUALIFICATIONS**

**Education:**

* Enrolled in a graduate programme (second university degree or Master's degree or equivalent, or higher), at the time of application; or
* Recently graduated with a university degree (first or second degree as defined above), within the last 12 months.

**Subjects:**

* Social sciences, pedagogy, ICT, or a related field.

**Language skills:**

* Excellent command, both written and spoken, of English. A working knowledge of Russian and French is an asset.

**Competencies and skills:**

* Excellent knowledge of computer systems and office-related software.
* Advanced drafting and editing skills.
* Good analytical skills.
* Ability to manage heavy workloads and to meet tight deadlines, paying close attention to detail.
* Ability to work well in a team and adapt to a multicultural working environment.
* Strong interpersonal and communication skills.

**LEARNING OBJECTIVES**

The general learning objectives of the internship are to:

* Develop understanding of the UNESCO’s structure, mandate and main programmes,
* Obtain professional experience, which relates to and supplements the trainee’s studies.
* Develop knowledge and understanding of the functioning and working methods of UNESCO.

The specific learning objectives will be discussed with the trainee on a regular basis in the beginning of the assignment of each particular task over the course of the traineeship.

**ADDITIONAL INFORMATION**