



PLACEMENT OFFER

UNESCO - Korean Research Foundation Internship Programme

Internship Coordinator: _____

UNESCO - United Nations Educational, Scientific & Cultural Organization
Bureau of Human Resources Management
Paris, France

Intern's Supervisor (Responsible for performance management and acting as focal point):

UNESCO Unit:
SC/IOC/OOS
Address:
1 rue Miollis
75732 PARIS CEDEX 15
France
Tel:
Fax:
E-mail:
Homepage: www.unesco.org

Placement Description

Start and End Date (6 months): 01 September 2009 – 27 February 2010
Detailed description of tasks to be assigned:
Working with a professional in the SC/IOC/OOS section in supporting a scientific/technical project on the open-ocean and coastal monitoring and forecasting, including
1) assist preparation and coordination on coastal forecasting model development (drafting and editing project documents, and preparing related meeting)
2) prepare regular JCOMM newsletters, by consolidating and editing input from expert group leaders
Participation in missions (at UNESCO's cost):
N.B.
Further remarks:
N.B.



Candidate Profile

Academic qualifications:
University degree in earth science including oceanography, environmental sciences or climate-related field
Advanced university degree in a related field would be an asset.
Important subject area knowledge :
Excellent understanding of marine and climate issues
Willingness to learn about intergovernmental coordination roles in these areas
Required working language: English (excellent communication and drafting abilities required)
Other languages as and additional asset:
Not an obligation
Knowledge of other UN official languages (French, Spanish, or Russian) would be an advantage
Computer skills:
Very good computer skills including on PC-based tools including MS Office (Excel, Word, PowerPoint)
Knowledge of general web-content management tools (e.g. JOOMLA)
Practical experience helpful:
Experience in assisting coordination for scientific projects
Experience in drafting and editing reports in English
Experience on, or involvement in organizing scientific conferences, workshops, or meetings (preferably in international level)
Other important qualifications and skills:
Good organizational and analytical skills
Accuracy, team and service-oriented, autonomy, flexibility to adjust schedules and work priorities,



PLACEMENT OFFER

UNESCO - Korean Research Foundation Internship Programme 2009 - 2010

Internship Coordinator:
UNESCO - United Nations Educational, Scientific & Cultural Organization
Bureau of Human Resources Management
Paris, France
Intern's Supervisor (Responsible for performance management and acting as focal point):
UNESCO Unit: Section for Teacher Education (TED) , Higher Education Division
Address: 7,Place de Fontenoy 75007 Paris France
Tel:
Fax:
E-mail:
Homepage: www.unesco.org

Placement Description

Start and End Date (6 months): 01 September 2009 – February 2010
Detailed description of tasks to be assigned: General: assist in the overall work of the Section for Teacher Education
Specific: 1) assist in the preparation of World Teachers' Day 2009 (5 October 2009) ; 2) assist in TED's activities related to mainstreaming Education for Sustainable Development in Teacher Education- support the section in the preparation of regional workshops, particularly in Africa. 3) assist in activities related to the development of the section's strategy on training of non formal teaching personnel (NFE facilitator) – literature review of regional experiences in expanding NFE for meeting the EFA goals 3 & 4 ("appropriate learning and life skills" for young people and adult education) 4) Assist in activities related in Teacher Policy Development



Expected contribution (major expected outcomes):
1) Successful preparation & organization of the World Teachers' Day 2009, 2) Publication of Policy brief on ESD mainstreaming in Teacher education and organization of the workshop in Africa,
Learning objectives (to be refined at the start of the internship):
Knowledge and understanding of 1) UNESCO and its function, 2) Teacher education and training
Potential participation in missions (at UNESCO's cost): Not foreseen for the moment
Further remarks:

Candidate Profile

Academic qualifications (candidates are Master or PHD students):
Preferred area of academic background : Education & Development studies
Specific subject area knowledge: Teacher education
Language requirements (English proficiency will be tested by native English speaker):
Excellent drafting skills in English and/or French
Information technology skills: Abilities in text processing, presentation tools (power point) & database
Is required
Practical experience helpful: Workshop/meeting planning and organization, editing and drafting documents.
Other important qualifications and skills (e.g. teamwork, communication etc.):
TED works in a team. The intern is therefore is expected be a team player and have good communication skills
To participate fully in the Section's work.



PLACEMENT OFFER

UNESCO - Korean Research Foundation Internship Programme 2009 - 2010

Internship Coordinator:
UNESCO - United Nations Educational, Scientific & Cultural Organization
Bureau of Human Resources Management
Paris, France
Intern's Supervisor (Responsible for performance management and acting as focal point):
UNESCO Unit: CLT/WHC/APA
Address:
7, Place de Fontenoy
75007 Paris
France
Tel:
Fax:
E-mail:
Homepage: www.unesco.org

Placement Description

Start and End Date (6 months): 01 September 2009 – 27 February 2010
Detailed description of tasks to be assigned:
Under the supervision of the Chief of the Asia and Pacific Unit at the World Heritage Centre, assist in the implementation of the World Heritage Convention in the Asia and Pacific region, in particular with regard to the organisation of the second cycle of the Periodic reporting exercise, the implementation of technical assistance projects and the updating of the Unit's briefings. This involves assisting in drafting letters, contacting national focal points, coordinating the organisation of meetings and the timely implementation of technical assistance projects including by ensuring the follow up of the related administrative and logistics aspects.
Expected contribution (major expected outcomes):
Sub-Regional meeting(s) properly organised; Technical assistance projects effectively and timely implemented; National briefings updated.



Learning objectives (to be refined at the start of the internship):
Understanding of the objectives and procedures of the World Heritage Convention, and of the mandate and modalities of operation of UNESCO in general. Knowledge acquired on World heritage properties in the Asia and Pacific region, including their conservation issues.
Potential participation in missions (at UNESCO's cost):
N/A
Further remarks:

Candidate Profile

Academic qualifications (candidates are Master or PhD students):
University Degree in subject related to international cooperation for development and/or conservation. Subject of Master or PhD Programme relevant to objectives of the World Heritage Convention
Specific subject area knowledge:
See above
Language requirements (English proficiency will be tested by native English speaker):
Excellent drafting skills in the English language. The candidate should be able to write official correspondence to authorities of Member States of UNESCO without the need for grammar check. Good spoken and written French is an asset
Information technology skills:
WORD, Power-Point, Excel
Practical experience helpful:
Work in international organisations or international environment.
Other important qualifications and skills (e.g. teamwork, communication etc.):
Cultural sensitiveness, diplomatic skills, readiness to take initiatives and assist in solving unexpected problems

Subject: TEMPLATE UNESCO Placement Offer Korean Internship Prg 2009-2010
PLACEMENT OFFER

UNESCO - Korean Research Foundation Internship Programme
2009 - 2010

Internship Coordinator:

UNESCO - United Nations Educational, Scientific & Cultural Organization
Bureau of Human Resources Management
Paris, France

Intern's Supervisor (Responsible for performance management and acting as focal point):

UNESCO Unit: SHS/RSP/RAC

Address:

1, Rue Miollis
75732 Paris
France

Tel:

Fax:

E-mail:

Homepage: www.unesco.org

Placement Description

Start and End Date (6 months): 01 September 2008 – 27 February 2009

Detailed description of tasks to be assigned:

Contribution to the implementation of RAC projects especially in the promotion of the Coalition of Cities against Racism and Discrimination project as well as for the "Children in Need" programme.

Expected contribution (major expected outcomes): Preparation of relevant draft documents. Formulation of pertinent proposals aimed at improving the advancement of specific activities.

Learning objectives (to be refined at the start of the internship): Knowledge of UNESCO functioning. Formulation and implementation of relevant activities.

Potential participation in missions (at UNESCO's cost): according to the necessity.

Further remarks:

Candidate Profile

Academic qualifications (candidates are Master or PHD students): Advanced degree in social and human sciences, political sciences, human rights.

Specific subject area knowledge:

Political sciences, human rights issues.

Language requirements (English proficiency will be tested by native English speaker):

English and French as well as any other official UN language.

Information technology skills:

Good knowledge of modern information skills required.

Practical experience helpful: Experience in other UN agencies as well as competent NGOs is welcome.

Other important qualifications and skills (e.g. teamwork, communication etc.):

Multicultural teamwork capacity and good communication skills are of paramount importance.



PLACEMENT OFFER

UNESCO - Korean Research Foundation Internship Programme 2009 - 2010

Internship Coordinator:
.UNESCO - United Nations Educational, Scientific & Cultural Organization
Bureau of Human Resources Management
Paris, France
Intern's Supervisor (Responsible for performance management and acting as focal point):
UNESCO Unit: the International Bureau of Education (IBE)
Address: 15 Route des Morillons, 1218 Grand-Sacconex, Geneva, Switzerland
Tel:
Fax:
E-mail:
Homepage: www.IBE.unesco.org

Placement Description

Start and End Date (6 months): September through February 2009

Detailed description of tasks to be assigned:

Within the context of its Strategy 2008-2013 and the main IBE Capacity Development and Technical Assistance programme, the IBE provides country specific technical assistance to UNESCO Member States to enhance the capacities of governments and curriculum agencies (decision makers and curriculum specialists) to cater for quality education for all, based on quality and inclusive curricula and textbooks, teaching and learning strategies. This is carried out based on countries needs and requests and mainly with extra-budgetary funding made available for the purpose. While responding to a wide range of issues in curriculum development, prominence is also given by the IBE to transition, poor and conflict-affected societies. The IBE's expertise covers broad areas of curriculum and textbook development (planning, design, implementation, monitoring and evaluation, and revision). In the process of providing technical support to countries for overall curriculum reconstruction and general curriculum development, the IBE increasingly focuses on specific aspects such as Learning to Live Together (LTLT) including human rights and citizenship education, peace education, gender dimensions, sustainable development and constructive management of diversity. The programme also contributes extensively to different education research studies carried out in partnership with international agencies, and to activities taking place in the context of other IBE projects and programmes.

It is suggested, therefore, that the intern, while in principle being exposed to the entire variety of the IBE activities and programmes, should focus on some specific tasks over the selected period. A detailed workplan will be prepared and mutually agreed upon at a later stage, indicating specific tasks and deadlines related to the below items of the proposed work assignment.

The incumbent will be under the overall guidance of the IBE Director and under the direct supervision of the IBE Programme Coordinator for Technical Assistance (TA) to UNESCO Member States and will be expected to perform the following tasks:

- Assist in the design and implementation of TA activities in compliance with country needs and specific demands (i.e. Vietnam: capacity development for textbook revision from a gender perspective; Angola: capacity development for the integration of cross-cutting issues in the curriculum; Bosnia and Herzegovina: capacity development for enhancing intercultural education in the curriculum; Southern Sudan: capacity development for the revision of the literacy and basic education curriculum);
- Provide relevant research outcomes (i.e. literature review; databases; analyses of education/curriculum



trends; education/curriculum glossaries) in response to specific topics linked especially to curriculum renewal in poor, transition and conflict/disaster-affected societies;
<ul style="list-style-type: none"> • Assist in the preparation for publication and/or dissemination of papers, studies, books, flyers and other materials (i.e. web posting) reflecting the TA approach and outcomes; • Assists in dealing with administrative/financial issues, including drafting budgets, work plans, travel documents, reports, official letters and other documents; • Assist in classifying and archiving documents in paper and electronic format.
Expected contribution (major expected outcomes):
Contribution to the provision of custom tailored technical assistance and advice to Member States
Contribution to the preparation of research projects and publications
Learning objectives (to be refined at the start of the internship):
To become familiar with the IBE mandate, Strategy 2008-2013 and programs related to curriculum development and educational reform processes
To be involved in the preparation and delivery of Technical Assistance to Member States
To acquire/strengthen organizational and management skills
Potential participation in missions (at UNESCO's cost):
This will depend on the type and schedule of the missions that will be planned over the six month period.

Further remarks: (see under Description of the tasks to be assigned)

These Terms of Reference might be revised depending on the profile of the intern and the conference needs at the time.

Candidate Profile

Academic qualifications (candidates are Master or PHD students):
The candidate should possess the following requirements:
A Master Degree on Education or Social Sciences, or equivalent.
Education background on curriculum studies. Backgrounds in education planning; Teacher Education and Training; Assessment and Evaluation; Education research; Project management; Project monitoring and evaluation; education NGO work will be also considered
Specific subject area knowledge:
promotion of competencies for life and work and the Learning to Live Together dimension (i.e. Citizenship and Human Rights Education; Peace Education; Intercultural Education; Life skills; Gender issues);
Language requirements (English proficiency will be tested by native English speaker):
Proficiency in oral and written English; proficiency in French would be an asset
Information technology skills:
Computer literacy in Word, Excel, Power Point
Practical experience helpful:
Some experience with education systems and reforms in poor, transition and conflict/disaster-affected societies/emergency situations;
Capacity to work in an international environment, engage in a dynamic working schedule and be flexible and open with regard to new challenges and tasks;
Capacity to learn new things and integrate new learning into effective operational skills;
Other important qualifications and skills (e.g. teamwork, communication etc.):
Good organizational and management skills
Good relational and communication skills
Ability to work in a multicultural team and to work under pressure