Terms of Reference

Internship at UNESCO Dakar – Education Sector

UNESCO DAKAR

UNESCO Regional Multisectoral Office in Dakar (UNESCO Dakar) represents UNESCO in seven West African countries (Burkina Faso, Cabo Verde, The Gambia, Guinea-Bissau, Mali, Niger and Senegal) covering all the sectors of the Organization: education, natural sciences, social and human sciences, culture, and communication & information. The new mandate of the Regional Office is both multi-sectoral and interdisciplinary.

The UNESCO Dakar Education Sector is charged with delivery of UNESCO education programmes in cluster countries (West Africa-Sahel). In addition, it is responsible for UNESCO's regional coordination in three expected results of the UNESCO's Major Programme I – Education for 2016-2017 (sector-wide policy and planning, technical and vocational education and training (TVET) and the global coordination, partnerships and research for Education 2030 agenda) in sub-Sahara Africa, as well as for the HIV and health education programme in Western and Central Africa.

THE EDUCATION TEAM AND ITS VARIOUS PROGRAMMES

The mission of the UNESCO Dakar Education Team is to contribute to the improvement of access, learning, and performance for all in education systems though knowledge sharing, technical assistance, policy advice, capacity development, programme monitoring, and advocacy as concerns education.

The Education Team is organized around five thematic clusters, each under the responsibility of one Programme Specialist, and education programme coordination including Education 2030 Agenda, while promoting a multi-sectoral and multidisciplinary approach:

- ➢ **Sector-wide policy and planning**
  - Facilitate integration of Education 2030 agenda (Sustainable Development Goal 4) in national education policies, which ensure the elimination of gender disparities and the inclusion of all;
  - Provide guidance, capacity development, and technical support to countries for education planning and management.

- ➢ **Teaching and learning**
  - Assist in development policies for the improvement of teaching and the quality of learning, and for promoting linkages across curricula, pedagogy and learning assessments;
  - Support the use of new technologies in teaching and learning;
  - Support for the improvement of pre-service and in-service training for teachers, teacher educators as well as school supervisors and pedagogical advisors.

- ➢ **"Learning to live together" skills and competencies:**
  - Review and develop policies and programmes that promote Education for Sustainable Development (ESD) and Global Citizenship Education (GCED);
  - Compile and disseminate good practices in Sahel countries and increase involvement of civil society, the private sector and the media for the promotion of ESD and GCED.

- ➢ **Skills for life and the world of work**
  - Promote and reinforce Technical and Vocational Education and Training (TVET);

- Strengthen the quality and relevance of skill development programmes in formal, non-formal, and informal settings;
- Improve the relevance and harmonization of Higher Education programmes;
- Strengthen the certification and accreditation of training programmes and higher education institutions;
- Improve synergy between TVET, literacy, and ICT use;
- Support non-formal education programmes, especially those aiming to fight against illiteracy.

➢ **HIV and Health Education**
- Reinforce capacities concerning comprehensive sexuality education;
- Promote a favourable environment for HIV and health education;
- Respond to school-related gender-based violence.

➢ **Education programme coordination, including Education 2030 Agenda**
- Ensure the relevance of Education programme to Member States needs
- Ensure partnerships and synergy in regional coordination for Education 2030 (SDG4) at national and regional levels

MAIN INTERN TASKS

Two types of internships are proposed within UNESCO-Dakar Education Sector. The specific nature of the tasks will be elaborated based on the requirements of the intern's home institution and the needs of the respective Programme Specialist(s).

1) **Internship supporting the implementation of the Education programme's five thematic clusters or programme coordination**

The intern will primarily contribute to one or two of the above five areas in function of his/her expertise and professional interests, under the supervision of the concerned programme specialist(s) with the possibility to also support activities of other thematic clusters where relevant and needed. The intern can consult other programme specialists for advice in their expertise area. Critical thinking, creativity, innovation, collaboration and team work will be encouraged.

Expected tasks might be:

➢ Research, data collection, and the analysis of documents linked to project implementation.
➢ Contribution to the drafting of project summaries and reports and web articles.
➢ Preparation and participation in workshops, conferences or meetings and their follow-up.
➢ Design of tools or supplements to disseminate implemented programmes.
➢ Translation of reports and other documents (English, French and Portuguese).
➢ Administrative and logistical support for programme implementation.

2) **Internship supporting communication of Education Sector's programme**

The intern will be under the supervision of the Chief of section that coordinates the education programme. S/he will contribute to the visibility of UNESCO Dakar activities, in particular to the five thematic education programmes. Expected tasks might be:

➢ Support for writing web articles in French and English
➢ Support for designing communication tools
➢ Editing, layout and graphic design of documents, reports, ...
➢ Contribution to translation of reports and other documents (English, French and Portuguese)

ELIGIBILITY AND QUALIFICATIONS

1) **For an internship supporting the implementation of the five thematic clusters or Education programme coordination:**

➢ Current enrolment in a degree programme at the graduate school level (masters level or above) in education or other relevant fields (social sciences, international relations, development studies, etc.)

➢ General interest and understanding of education and development issues, particularly in Africa

➢ Excellent analytical, written, and interpersonal skills

➢ Ability to work on a team and in a multicultural environment

➢ Full professional proficiency in French and/or English. Proficiency in Portuguese is also an advantage.

➢ Proficiency in Microsoft Office, especially Excel. Knowledge of other software programmes, such as SPSS, is an asset

2) **For an internship supporting communication within Education Sector:**

➢ Current enrolment in a degree programme at the graduate school level (masters level or above), preferably in journalism, graphic design or other relevant fields

➢ Excellent analytical, written, and interpersonal skills

➢ General interest in education and development issues, particularly in Africa

➢ Ability to work on a team and in a multicultural environment

➢ Full professional proficiency in French and English. Proficiency in Portuguese is also an advantage.

➢ Proficiency in Microsoft Office. Proficiency in design and/or editing software programmes is an asset

INTERNSHIP CONDITIONS

➢ The internship is unpaid. All expenses are the responsibility of the intern (airfare, visa, housing, food and all other expenses). Scholarships and financial aid are often available via universities or other institutions.

➢ Duration of internship: 2 to 6 months (preference is given to internships lasting longer than 4 months).

➢ Office hours: 8:00 am to 4:30 pm from Monday to Thursday and 8:00 am to 1:30 pm on Friday, flexible in function of workload.

TO APPLY

➢ Step 1: Register on the UNESCO internship platform (mandatory): https://en.unesco.org/careers/internships/candidatures/internships/application

➢ Step 2: Send an electronic version of the filled application form submitted (step 1) to c.collin@unesco.org, specifying the thematic cluster(s) closest to your expertise and professional interests.

Only short-listed candidates will be contacted. An informal interview may follow.