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**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**Trainee: in Science Policy and Capacity Building**

**GENERAL INFORMATION**

**Duration:** 12 months

**Location:** Jakarta, Indonesia

**Organizational Unit**: Science Unit

**Supervisor:** Ms Ai Sugiura, Associate Programme Specialist Science Policy and Capacity Building

**DESCRIPTION OF THE TRAINEESHIP**

Under the overall supervision of the Director for UNESCO Jakarta Office and in close consultation with the Science Policy and Capacity Building Programme Specialist and with the Natural Sciences Sector, the intern shall assist in the implement of the UNESCO Office Jakarta Science Policy and Capacity Building Programme. In particular, the intern shall:

* Assist in the provision of technical advice and support to member states towards the implementation of inclusive Science Technology Innovation (STI) policy and knowledge systems by engaging in developing tools to embed gender equality in STI.
* Assist in the provision of technical advice and support to member states to increase their capacity to produce, disseminate and apply STI by engaging in Science Technology Engineering and Mathematics (STEM) education at appropriate levels with special attention to girls and women.
* Assist in the provision of technical advice and support to member states benefiting from support in capacity development activities in the sciences and engineering from UNESCO Category 2 Centers, UNESCO Chairs, International Basic Sciences Programme (IBSP) and its partners including a gender focus.
* Assist in the provision of technical advice and support to local communities, indigenous peoples and Small Island Developing States (SIDS) Member States to increase their capacity to mobilize their knowledge systems to address sustainable development challenges, including gender focus.
* Assist in the execution of reporting tasks including UNESCO internal reporting system, provide technical backstopping for the implementation of extrabudgetary projects, and provide support towards the preparation of monitoring and other narrative reports.
* Contribute to resource mobilization by playing an active role in the preparation of fundraising proposals, and by contributing to the preparation of UNESCO Office Jakarta strategic documents.
* Assist in drafting and preparation of research papers, speeches, briefing notes, news items and social media entries related to the above activities.

**REQUIRED QUALIFICATIONS**

**Education:**

* Currently enrolled in or has completed Master’s or PhD degree in related fields. Candidates who has completed at least five years of undergraduate studies may be considered.

**Subjects:**

* Science and/or Technology Policy, STEM education, Science higher education, Life Sciences, Environmental Sciences, Earth Sciences, Mathematics, Physics, Engineering, Sustainability Science.

**Language skills:**

* Advanced (academic) level of English (writing and spoken) required. Knowledge of a Southeast Asian language is an asset.

**Competencies and skills:**

* Good computer and IT skills and experience in the usage of office software packages required. Knowledge of web-design and content management is an asset.
* Work experience in development field preferable with international experience
* Work experience based in a developing country
* Good organizational skills and excellent time management;
* Ability to meet deadlines and willingness to take additional responsibilities.
* Strong communication skills.
* Flexibility, team spirit and ability to work in a multi-cultural team environment and be an effective team player.
* Sound judgment and excellent analytical skills.
* Strong interpersonal skills, including tact, diplomacy and political sensitivity to handle delicate interactions.
* Willingness and ability to undertake missions to the field away from duty station including to remote and provincial communities.

**LEARNING OBJECTIVES**

The Trainee will have:

1. In-depth knowledge of UNESCO programmes relating to science policy, capacity building and LINKS/SIDS in the five cluster countries (Brunei Darussalam, Indonesia, Malaysia, the Philippines and Timor-Leste) and the 48 member states covered under the Regional Science Bureau for Asia and the Pacific.
2. Increased skills to engage and cooperate with diverse stakeholders from a number of different backgrounds and countries, including UN agencies, governments and NGOs.
3. Project management experience, working on the current UNESCO portfolio relating to Science Policy and Capacity Building.
4. Develop and Strengthen analytical, communication, negotiation, intercultural and interpersonal skills.
5. Better understanding of international standards, normative instruments and cooperative frameworks in science and technology policy.
6. Hands-on experience in managing, coordinating and executing major events and awareness raising campaigns linked to relevant international days.
7. Opportunity to participate in project activities and training workshops as well as in external conferences and cooperation meetings.

**ADDITIONAL INFORMATION**