



UNESCO Trainees Programme

JOB DESCRIPTION

1. GENERAL INFORMATION

Title: Trainee on Education

Institute: UNESCO International Bureau of Education (UNESCO-IBE)

Duty station: Geneva, Switzerland **Director/Head of the institute:** Dr. Mmantsetsa Marope

Trainee supervisor: Mr Renato Opertti, Programme Specialist,
r.opertti@unesco.org; tel. 0041 22 9177818

2. DESCRIPTION

Duration: 6-12 months

Description of tasks:

- Assist in research as well as broad consultations with stakeholders on global citizenship education (GCE) at the inter-regional, regional and national levels.
- Assist in the review process of curricula guidelines and prototypes for global citizenship education (GCE)
- Assist in research on approaches and methodologies for global citizenship education (GCE) and in integrating related issues in the curricula and the syllabi.
- Assist in editing, formatting and disseminating global citizenship education (GCE) products and activities in various formats and through multiple channels.
- Assist in any other activity relating to IBE focus area critical and current issues in curriculum (Laboratory of Ideas function of IBE).

Expected contribution (major expected outcomes):

- Contribute to IBE focus area “critical and current issues in curriculum”

Learning objectives:

After the assignment the trainee will have:

- Gain insights from working in a specialized United Nations organization, such as UNESCO-IBE, including its mandate and organizational culture.
- Learn about the work of an institution engaged in applied educational research at international level.
- Develop knowledge and skills with regard to stakeholder involvement.



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3. QUALIFICATIONS AND EXPERIENCE OF THE CANDIDATE REQUIRED

Academic qualification (candidates are accomplishing a post-graduate degree)

- Degree in Education.

Knowledge of specific subject areas:

- Citizenship Education
- Youth Education.
- Education/Curriculum.

Language requirements:

- Fluency Spanish, excellent knowledge English, good working knowledge of another UN language

Information technology skills:

- MS Office (Word, Excel, Power Point, Outlook, Publisher) and Prezi.

Practical experience (if needed):

- Experience in research, drafting and editing will be an asset.

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

- Knowledge of issues related to education and curriculum.
- Good ability to work on the content and format of relevant documents.
- Ability to work independently, take initiative and learn quickly and on the job.
- Good interpersonal skills including effective networking skills.
- Excellent planning and time management skills.
- Excellent communication skills, both oral and written.