

(参考資料)

※ジャカルタ事務所トレイニーシップ概要の参考です。

※こちらは参考となり、実際の受入においては個別の選考を経て決定されます。

UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Duration: 6 months

Location: Jakarta, Indonesia

Organizational Unit: UNESCO Regional Office in Jakarta (Indonesia)

Supervisor (name, title):

DESCRIPTION OF THE TRAINEESHIP

Under the overall authority of the Director of the UNESCO Regional Office in Jakarta and the direct supervision of the Chief of Education, the incumbent will provide research, analytical, and operational support for the implementation of the Office's education sector portfolio. This portfolio includes technical support to countries covered by the Office, including Brunei Darussalam, Indonesia, Malaysia, the Philippines, and Timor-Leste, as well as ASEAN regional-level activities in the education sector.

The main duties and responsibilities are as follows:

Research and Analysis:

- Contribute to the design and implementation of research, analytical, and operational work within the education sector. Areas of focus include: (i) trends in government policies and their implementation in Southeast Asia; (ii) activities of major development partners in the region; and (iii) identification and use of relevant data and information to support evidence-based policymaking.

Programme Support:

- Support the drafting of concept notes, meeting minutes, reports, and proposals, incorporating international best practices for country- or regional-level technical assistance in the education sector.
- Assist in organizing meetings and workshops, including agenda preparation and coordination with speakers and participants.
- Support the preparation and implementation of events organized or supported by the Office.
- Provide additional technical and administrative support as requested by the Chief of Education.

The specific focus of duties (e.g. early childhood education, basic education, higher education, technical and vocational education and training, adult education and lifelong learning, non-formal education, informal learning) will be determined, considering the expertise and research interests of the selected trainee.

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REQUIRED QUALIFICATIONS

Education:

- Bachelor's degree in education, human development, and/or social and economic development.
- Knowledge of statistics and data analysis for policy-oriented research is an asset.

Subjects:

- Prior experience in research and analytical work in education, human development, and/or social and economic development (including work conducted at universities under academic supervision).
- Experience in assisting with and coordinating multi-country research (including at universities under academic supervision) is an asset.

Language skills:

- Excellent proficiency of English in writing and speaking.

Competencies and skills:

- Proven conceptual and analytical skills
- Strong planning and organizing skills, with the ability to manage multiple deadlines
- Ability to follow up and coordinate independently with minimal supervision
- Proven ability to work efficiently in a dynamic and multicultural team environment
- Excellent coordination and interpersonal skills
- Proven capacity to build and maintain effective partnerships within and outside the team
- Knowledge of education and skills development systems in Southeast Asia is an asset.

LEARNING OBJECTIVES

- Strengthen applied knowledge and skills in the analysis and development of the education sector, aligned with Member States' needs and system requirements in Southeast Asia
- Gain valuable experience within a UN organization specializing in education, while collaborating with diverse experts
- Develop competencies and knowledge in education project management
- Acquire insights into UNESCO's operations in Southeast Asia