

# UNESCO Sponsored Traineeship Programme

## Terms of Reference

### GENERAL INFORMATION

**Duration:** 12 months

**Location:** Paris

**Organizational Unit:** Education Sector, Executive Office, Unit for Human Resources

**Supervisor (name, title):** Ms Katja Konkola, Chief Human Resources Officer

### DESCRIPTION OF THE TRAINEESHIP

- Assist in the recruitment of international and local staff (fixed term, project appointments) within the Education Sector (field/HQs):
  - Participate in the pre-selection of the candidates for interviews in collaboration with the supervisor of the post.
  - Organize interviews (including logistics).
  - Coordinate written tests.
  - Prepare evaluations of the candidates and recommendations for appointment.
  - Coordinate the reference checks of the recommended candidates.
  - Prepare recruitment documentation in line with the HR rules and regulations.
  - Follow up and coordination of the recruitment process from the vacancy announcement to the appointment of the candidate with concerned parties
- Follow up and support of the performance evaluations of the Education Sector.
- Assist in the coordination and preparations of training sessions of the Education Sector with the concerned parties.

### REQUIRED QUALIFICATIONS

#### Education:

- An advanced university degree (Master's degree or equivalent) in human resources management, business or public administration, social sciences, education or related field is required. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

#### Work Experience:

- Experience in human resources management, administration or related area. Work experience in recruitment would be an asset.

#### Language skills:

- Excellent knowledge of English.
- Knowledge of French is highly desirable.

#### Competencies and skills:

- Professionalism: Has some knowledge of human resources policies, practices. Has ability to identify issues, formulate opinions, make conclusions and recommendations. Shows pride in work and in achievements; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; remains calm in stressful situations.
- Client Orientation: Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; identifies clients’ needs and matches them to appropriate solutions; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

### LEARNING OBJECTIVES

- Gain practical experience of UNESCO’s recruitment policies and procedures.
- Understand performance management systems.
- Effectively plan and coordinate training sessions.
- Work independently and collaboratively in a diverse intergovernmental environment.
- Acquire a broader familiarity with UNESCO as an organization through attending team and sector meetings, technical meetings, trainings and other events hosted by UNESCO HQs.

### ADDITIONAL INFORMATION