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**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**Trainee: Science Policy and Partnerships, Science Sector**

**GENERAL INFORMATION**

**Duration:** 12 months

**Location:** Paris, France

**Organizational Unit**: Division, Section, Unit SC/PCB/SPP

**Supervisor (name, title):** Ernesto Fernandez Polcuch, Chief of Section Science Policy and Parternships

**DESCRIPTION OF THE TRAINEESHIP**

Under the Authority of the Division of the Division of Science Policy and Capacity-Building and the direct supervision of the Chief of Section for Science Policy and Partnerships, the trainee will carry out the following duties:

* Participate in the Section’s flagship projects, such as GO-SPI? (Global observatory of STI Policy instruments).
* Assist in the development of Country Profiles on Science, Technology and Innovation (STI) Policies, as part of UNESCO GO-SPIN series “Mapping Research and Innovation”.
* Assist in the enhancing of the clearing house functions of the Section by participating in the GO-SPIN on-line platform and SAGA database development and updates on STI policies and instruments.
* Contribute to the preparation of concept notes, reports, preparation of meetings and disseminating of projects’ results.

**REQUIRED QUALIFICATIONS**

**Education:** Master’s degree or equivalent in science and technology, STI policy and or related discipline, or international development/relations studies.

**Subjects:** STI related fields, policy development, international cooperation.

**Language skills:** Fluency in spoken and written French; knowledge of English is an asset.

**Competencies and skills:** excellent analyticalskills and ability to synthesize information; good writing skills, good knowledge of development projects, objectives and principles; experience in international cooperation, especially in Africa would be an asset; Working knowledge of standard computer applications.

**LEARNING OBJECTIVES**

1. Become more familiar with UNESCO mandate, structure and governing bodies.
2. Acquire a comprehensive understanding in STI policy design and implementation and a general overview in public management in order to be able to interface with the technical aspects of the implementation of the STI policy programmes.
3. Acquire knowledge in project design, coordination, monitoring and evaluation, and a good understanding of the funds mobilization strategies.

**ADDITIONAL INFORMATION**