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**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**Trainee: Gender Equality**

**GENERAL INFORMATION**

**Duration:** 12 months

**Location:** UNESCO Office in Tashkent

**Organizational Unit**: Social and Human Sciences (SHS)

**Supervisor (name, title):** Ms Pilar, Alvarez, Head of the Office.

**DESCRIPTION OF THE TRAINEESHIP**

The United Nations Organization for Education, Science and Culture is committed to Gender Equality, which became a global priority in UNESCO by mandate of the Member States in 2007; entered into force on January 1, 2008 with the Medium Term Strategy 2008-2013. Currently UNESCO has the Action Plan II for the priority "Gender Equality" (2014-2021), which provides an operational strategy for all our offices.

Under the supervision of the Head of Office, the incumbent shall:

* Assist in the integration of the gender perspective in the analysis, design, implementation and monitoring of national/regional activities/projects.
* Support the development of project proposals, including intersectoral and inter-institutional initiatives, and support in the review of documents ensuring gender aspects are included in the entire proposal.
* Contribute to the implementation of methodologies and best practices for the promotion of gender equality.
* Assist in strengthening the capacity of the office staff to integrate and apply evaluation, planning and monitoring tools of the gender approach in their activities.
* Assist in the integration of inclusive language in the documents.
* Support UN inter-agency efforts to strengthen gender approach.
* Perform additional assignments as requested by the supervisor.

**Expected contribution (major expected outcomes):**

* Contribute to the gender approach, from gender sensitive to gender transformative actions, in the activities and programme/projects implemented by the Tashkent Office.
* Reinforce communication strategy and visibility of the UNESCO Tashkent Office on gender equality.

**REQUIRED QUALIFICATIONS**

**Education:**

* Advanced university degree (M.A) in the of social science, gender equality and/or human rights.
* Knowledge in the gender approach will be a requirement.

**Work Experience**

* Preferably one year of experience on gender issues.
* Experience in strengthening institutions, agencies, programs or projects to ensure gender approach and gender equality will be desirable.

**Language skills:**

* Excellent level of English. Russian and Uzbek languages will be considered an asset.

**Competencies and skills:**

Core Competencies:

* Teamwork: Ability to maintain effective working relations within a multi-cultural setting and to work effectively in team environment and contribute to team building.
* Communication: Ability to speak and write documents and reports clearly and effectively.
* Planning and organizing: Ability to develop clear goals that are consistent with agreed strategies.
* Commitment to Continuous Learning: Ability to keep abreast of new developments in own occupation/profession.
* Respect for Diversity: Works effectively with people with diverse backgrounds.
* Very good understanding of the development issues of the developing countries, political sensitivity, and discretion.

Other skills:

* Capacity to be multi-task and proactive.
* Able to work under tight deadlines and under pressure.
* Excellent IT skills to carry out the work.
* Ability to work independently or with little supervision.

**LEARNING OBJECTIVES**

After the assignment the trainee will have:

1. Acquired an in-depth knowledge of Gender approach in UNESCO's areas of competence.
2. Attained field project management; setting particular objectives and develop appropriate mediation, monitoring and evaluation mechanisms.
3. Gained solid working knowledge of the operations of an intergovernmental organization.
4. Strengthened his/her analytical, communication, negotiation and interpersonal skills.
5. Learnt how to deal with diverse stakeholders and acquired the ability to successfully bring on board new funding partners.

**ADDITIONAL INFORMATION**