



UNESCO Trainees Programme

JOB DESCRIPTION

1. GENERAL INFORMATION

Title: Trainee on Monitoring Policy and Practice in *Adult Learning and Education*

Sector: ED

Duty station: *UIL Hamburg*

Director/Head of the office: *Arne Carlsen*

Trainee supervisor: Werner Mauch, Senior Programme Specialist, w.mauch@unesco.org

2. DESCRIPTION

Duration: 12 months (extendable), from 01/02/2016

Description of tasks: *(Example)*

- *Provide support to the planning and implementation of the CONFITEA VI Mid-Term Review*
- *Contribute to the planning and implementation of GRALE launching events and dissemination of the UNESCO Recommendation on ALE (2015)*
- *assist in planning and implementation of the 2016 CONFITEA Fellowship Programme*
- *Carry out any other duty in the ALE Programme considered relevant to the experience he/she needs to acquire*

Expected contribution (major expected outcomes):

CONFITEA VI Mid-term Review prepared, organized and implemented, specific follow-up activities supported, follow-up in Member States monitored and monitored

UNESCO Recommendation on ALE (2015) widely disseminated, its use by Member States for policy review promoted and monitored

GRALE III produced, translated, disseminated and supported by implementing the related engagement strategy

Research projects initiated in cooperation with partners

Learning objectives: *(Example)*

After the assignment the trainee will have:

- *Acquired an in-depth knowledge on key features of international monitoring of adult learning and education policy and practice*
- *Learnt how to deal with diverse stakeholders;*
- *Attained Field project management; setting particular objectives and develop appropriate mediation, monitoring and evaluation mechanisms*
- *Gained solid working knowledge of the operations of an intergovernmental organization;*
- *Strengthened his/her analytical, communication, negotiation and interpersonal skills,*
- *Acquired the ability to successfully bring onboard new funding partners.*



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3. QUALIFICATIONS AND EXPERIENCE OF THE CANDIDATE REQUIRED

Academic qualifications (including knowledge of specific subject areas):

BA/MA in educational sciences with a focus on adult learning and education, adult literacy, continuing education; experience in aspects of adult learning and education in the context of international development cooperation an asset

Work experience (if needed):

Experience in educational research and/or implementation of educational programmes on a national level and/or in the work of a regional organization (IGO/INGO) an asset

Language requirements: Very good English skills; knowledge of French, Spanish, Arabic an asset

Core Competencies:

- *Teamwork: Ability to maintain effective working relations within a multi-cultural setting and to work effectively in team environment.*
- *Communication: Ability to speak and write clearly and effectively, undertake correspondence with key stakeholders under guidance.*
- *Planning and organizing: Ability to develop clear goals that are consistent with agreed strategies and relate activities to expected outcomes.*
- *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.*

Other skills:

- *Capacity to be multi-task and proactive;*
- *Able to work under tight deadlines;*
- *Excellent IT skills to carry out the work.*

Further remarks (if needed): Possibility to acquire practical experience outside UIL, i.e. in the host country of the planned CONFINTEA Mid-term Conference (through conference implementation)

SIGNATURE OF HEAD OF OFFICE:

DATE:

7.12.15