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**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**GENERAL INFORMATION**

**Duration: One (1) year**

**Location: Accra, Ghana (the Republic of)**

**Organizational Unit**: **UNESCO Office in Accra, Natural Science Sector**

**Supervisors (name, title): Edmond Moukala, Representative and Head of Office; and Melody Boateng, National Professional Officer for Natural Sciences**

**DESCRIPTION OF THE TRAINEESHIP**

**Purpose:**

UNESCO seeks a trainee for its Natural Sciences Sector in the UNESCO Office in Accra, Ghana. The role involves supporting initiatives aimed at promoting science for peace, sustainable development, human security and well-being.

In collaboration with national partners, the trainee will assist in implementing UNESCO’s intergovernmental scientific programmes to conserve biodiversity while improving human livelihoods; strengthen the country’s Sciences, Technology, and Innovation systems to ensure that science responds to societal challenges; advance diversity and inclusion in STEM (Science, Technology, Engineering, and Mathematics); and promote innovative solutions to address the sustainability of the quality and quantity of Ghana’s water resources.

**Specific Tasks:**

1. Support the National Professional Officer in the development and implementation of projects and activities under the UNESCO Natural Science Sector Programmes such as the [Man and the Biosphere Programme,](https://www.unesco.org/en/mab) (climate change adaptation, biodiversity conservation, disaster risk reduction) and on interventions on Science, Technology and Innovation within the context of related Sustainable Development Goals. (30%)
2. Assist in developing and implementing water-related activities and projects within the framework of the [International Hydrological Programme (IHP)](https://en.unesco.org/themes/water-security/hydrology). (20%)
3. Assist in preparing reports and developing proposals/project ideas for mobilising extrabudgetary resources. (20%)
4. Support in the organisation of UNESCO related meetings and workshops through providing technical and logistical support. (10%)
5. Work with colleagues in other sectors or programmes to formulate multidisciplinary activities. (10%)
6. Additional activities that may be required for the success of the UNESCO Accra Office. *(10%)*

**Supervision:**

The trainee will work under the overall supervision of the Head of the UNESCO Accra Office and direct supervision of the National Professional Officer for the Natural Sciences Sector.

Key components of the supervision process include:

* Participation in the Office’s Programme, Administration, and Finance meetings, held monthly, as well as in other programmatic collaboration sessions.
* Regular bi-weekly check-ins or scheduled one-on-one meetings with the supervisor to discuss progress, challenges, and goals, with feedback provided during each session.
* A review of the trainee’s objectives after six months, followed by a comprehensive performance evaluation at the end of the year.

**REQUIRED QUALIFICATIONS**

**Education:** Master’s degree or equivalent

**Subjects:** Basic Sciences, Environmental Science, Earth Sciences, Water Science, Hydrology, Geography, Engineering, or another related field of natural sciences.

**Language skills:** Excellent command, both written and spoken, of English

**Competencies and skills:** The following are required:

* At least one year of relevant work experience.
* Ability to excel in a multicultural environment and promote a culture of knowledge sharing and learning.
* Experience with multilateral or international organizations is a plus but not required.
* Commitment to teamwork, with a diplomatic and sensitive approach in diverse settings.
* Results-oriented with initiative to meet outputs and deadlines efficiently while adhering to budgets.
* Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook, SharePoint); GIS and statistical software knowledge is a plus.
* Strong communication skills, attention to detail, and ability to produce high-quality work.

**LEARNING OBJECTIVES**

The traineeship offers the selected candidate the opportunity to:

* Build practical skills and gain experience in a multilateral organization, focusing on programme/project management (strategic planning, project development, budgeting, implementation, monitoring and evaluation, reporting and communications using a Results Based Management approach); event coordination; and resource mobilization.
* Understand UNESCO’s development priorities and challenges in the natural sciences sector and gain insight into international development efforts in Ghana.
* Enhance their ability to work across different sectors and engage with various UN organisations and national partners (ministries, academia, private sector, civil society); understanding their roles and activities in Ghana’s science, technology and innovation ecosystem.
* Gain valuable experience for living and working in West Africa.
* Contribute unique inputs to UNESCO, enriching the office’s support for future trainees.

**ADDITIONAL INFORMATION**

Accra, the capital of Ghana, is located in the Greater Accra region. It is generally safe, though adherence to UN Safety and Security rules is essential. The UNESCO office is about 15 minutes from the international airport and 15 minutes from the Central Accra District, and it is in a safe neighbourhood very close to residential facilities.

Cost of Living: Living expenses in Accra can be high compared to other cities and towns. Trainees should manage finances wisely. Accommodation costs vary by suburb, with furnished rentals ranging between $800 and $1500 USD per month. It is advisable to choose housing in safe, preferably gated communities.

Connectivity: Mobile phone and internet services are reliable throughout Accra and most of Ghana.

Cuisine: Ghanaian staples include rice, beans, plantains, yams, cassava, and various stews and soups with fish, chicken, and beef. Fresh fruits like bananas, mangoes, and pineapples are common; imported vegetables and fruits can be expensive.

Transportation: Taxis, including ride-hailing services like Uber, Yango and Bolt, are readily available. Public transportation options include affordable buses and trotros (shared minibuses). Be mindful of significant traffic congestion during peak hours.

Social Life and Dress Code: Social activities often center around family, local communities, and religious events. However, Ghana offers various leisure activities, cultural events, and tourist sites. Dress casually and decently for social settings but opt for light, comfortable clothing due to the tropical climate. Business casual attire is recommended for professional environments.