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**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**Trainee: Digital Learning and ICT in Education**

**GENERAL INFORMATION**

**Duration:** 12 months

**Location:** Beirut, Lebanon

**Organizational Unit/Sector**: Education

**Area:** Digital Learning, ICT in Education, AI in Education

**Supervisor:** Education Programme Specialist

**DESCRIPTION OF THE TRAINEESHIP**

UNESCO Multisectoral Regional Office in the Arab States (hereafter referred to as the Beirut Office), covering Lebanon, Syria, Palestine, Iraq and Jordan, providing expertise in the thematic areas of Education, Culture, Communication and Information, Social and Human Sciences, and Natural Sciences.

UNESCO supports the use of digital innovation in expanding access to educational opportunities and advancing inclusion, enhancing the relevance and quality of learning, building ICT-enhanced lifelong learning pathways, strengthening education and learning management systems, and monitoring learning processes. Artificial intelligence (AI) has the potential to address many big challenges in education as well as bringing innovation to teaching and learning practices. UNESCO also supports to harness the potential of AI technologies for achieving the Education 2030 Agenda, while ensuring that its application in educational contexts is guided by the core principles of inclusion and equity.

Under the overall authority of the Director of the Beirut Office and direct supervision of the Education Programme Specialist, the trainee will assist in the coordination, implementation, monitoring and evaluation of initiatives related to Digital Learning and ICT in Education in the region*.* Specifically, s/he will undertake the following tasks and responsibilities:

* Provide support for the development and implementation of digital learning and ICT in education initiatives in the region.
* Support in developing and reviewing regional and national strategies, policies and plans related to digital learning and ICT in education.
* Review the detailed work plans and support the planning, execution, monitoring and evaluation of the assigned projects in consultation with relevant programme staff.
* Provide assistance to the organization of events and conferences related to digital learning and ICT in education that the Beirut Office organizes.
* Monitor work plans and support preparing budget revisions as necessary.
* Monitor and report on the implementation of the programme activities.
* Support identifying potential partners with other UN agencies, NGOs, and private sector for joint programme/programming and expand and strengthen partnership with the relevant line ministries, institutes/universities and NGOs for the implementation of the project and for the strengthening and networking in the region.
* Prepare briefs as necessary on the assigned projects for the supporting donors and for internal use.
* Perform other duties as deemed appropriate by the Director and the supervisor.

**REQUIRED QUALIFICATIONS**

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

**Subjects:** Education, Social Human Sciences, International Development, International Relations, Public Policy or related fields.

**Language skills:** Excellent knowledge of English – French or Arabic is an asset.

**Competencies and skills:**

* Professional knowledge and experience, holistic understanding of sector-wide education development in the region, with particular reference to digital learning, ICT in education, and AI in education.
* Deep understanding of the region in terms of political and socio-economic perspectives.
* Experience in programme planning, monitoring and evaluation in the context of UN.
* Knowledge about the UN development work in the region.
* Strong sensitivity to and adaptability in cultural, gender, religion, race and nationality.
* Excellent communication skills, including writing and oral expression.
* Good IT skills.

**LEARNING OBJECTIVES**

1. Acquired an in-depth knowledge Digital Learning programme related to UNESCO’s areas of competence.
2. Learnt how to deal with diverse stakeholders.
3. Attained field project management; setting particular objectives and develop appropriate monitoring and evaluation mechanisms.
4. Gained solid working knowledge of the operations of an intergovernmental organization.
5. Strengthened analytical, communication, negotiation and interpersonal skills.

**ADDITIONAL INFORMATION**

* For more information about UNESCO Beirut Office, please visit the website: <https://www.unesco.org/en/fieldoffice/beirut>.
* For more information about UNESCO work on digital learning and transformation of education, please visit the website: <https://www.unesco.org/en/digital-education>.