**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**GENERAL INFORMATION**

**Title:** SDG4 Coordination in Latin America and the Caribbean

**Duration:** 12 months

**Organizational Unit**: UNESCO Santiago

**Location:** Santiago, Chile

**Supervisor (name, title):** Francisco MIGUENS CAMPOS, Education Programme Specialist

**DESCRIPTION OF THE TRAINEESHIP**

The Regional Office for Latin America and the Caribbean (in short, UNESCO Santiago) was created in 1963 with the purpose of supporting Member States in improving their education systems. UNESCO Santiago has been mandated by the Ministers of Education of Latin America and the Caribbean to lead, coordinate and monitor the Sustainable Development Goal 4 - Education 2030, at regional level. In this capacity, UNESCO Santiago serves as Secretariat of the SDG4 Regional Steering Committee.

Under the overall authority of the Director of UNESCO Santiago, the general supervision of the Chief of Education, and the direct supervision of the Education Programme Specialist, the incumbent shall support the secretariat of the SDG4 Regional Steering Committee.

Within this context, the incumbent will be responsible for:

* Preparing the meetings of the SDG4 Regional Steering Committee, including the preparation of the agenda, invitations, background documents and outcome documents.
* Supporting the mobilization and coordination of national, regional and international partners working to advance SDG4.
* Organizing regional and national capacity development activities and promote knowledge sharing.
* Organizing consultations and events and ensure regular contributions and updates to online and knowledge management systems.
* Supporting the planning, development and implementation of outreach strategies, aimed at expanding and communicating programmes, UNESCO projects and increasing visibility, resources and partnership.
* Fostering the development of UNESCO networks in Latin America and the Caribbean (i.e. the UNESCO Learning Cities, the UNESCO University Chairs, and the UNESCO Associated Schools).

**REQUIRED QUALIFICATIONS**

**Education:** University degree in international relations, international cooperation, international development, international education, political sciences or related field.

**Experience (if any):**

* Preferably a minimum of 2 years of professional experience in international relations, international cooperation, international development, international education or related areas.
* Experience in international organizations and/or ministries of education desirable.
* Languages: Excellent knowledge of English. Desirable: intermediate knowledge of Spanish.

**Competencies and skills:**

* Strong skills in preparation of clear and concise agendas, workplans, reports, background documents for project and event planning, implementation and monitoring preferably in area of education.
* Respect for human diversity, understanding of gender, equity and social inclusion.
* Ability to take initiative and to provide quality and timely support and services.
* Good interpersonal skills.
* Excellent IT skills with proficiency in the use of MS Office (Outlook, Word, Excel. PowerPoint, etc.).
* Ability to work as part of an international team in a multicultural environment.
* Analytical skills and ability to collect, synthesize and analyze information from various sources.

**LEARNING OBJECTIVES**

* Develop familiarity with UNESCO’s work and mission, in particular in education, within the wider international education and development community;
* Acquire hands-on experience in managing international multistakeholder platforms;
* Acquire sound experience working with Latin American and Caribbean countries;
* Develop interpersonal skills to work effectively in an international environment involving multiples stakeholders and partners.

**ADDITIONAL INFORMATION**

The SDG-4 Regional Steering Committee contributes to the educational recovery and transformation goals adopted at the III Regional Meeting of Ministers of Education of Latin America and the Caribbean through the strengthening regional educational cooperation as well as political and technical dialogue. As such, the Committee also supports countries in fulfilling the Transformation Education Summit commitments by  prioritizing and accelerating the achievement of the SDG 4 2030 targets.

As Executive Secretariat of the Regional Steering Committee, UNESCO Santiago is coordinating the implementation of the RSC’s 2022-2025 work plan.

[*https://www.unesco.org/es/fieldoffice/santiago*](https://www.unesco.org/es/fieldoffice/santiago)