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**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**Trainee: Social and Human Sciences**

**GENERAL INFORMATION**

**Duration:** 12 months

**Location:** Yangon, Myanmar

**Organizational Unit**: Head of Myanmar Project Office/SHS

**Supervisor:** Min Jeong Kim, Head of UNESCO Myanmar Project Office with support from Sue Vize, Regional Adviser for Social & Human Sciences in Asia and the Pacific

**DESCRIPTION OF THE TRAINEESHIP**

Under the authority of the Head of the Office with support from the Regional SHS Adviser UNESCO/Bangkok, the trainee will assist in the implementation of activities for Social & Human Sciences, in particular focusing on peace building and conflict sensitivity, in close co-operation with other programme specialists in the Myanmar Project Office. This includes carrying out the following tasks:

* Assist in the design, development, implementation and monitoring of projects related to human rights, social cohesion and peace building targeting vulnerable populations in Myanmar. The responsibility under this assignment will include providing assistance in the coordination of planning and implementation, project management including administrative, monitoring and technical and administrative reporting.
* Work with other sectors in the Myanmar Project Office to build intersectoral linkages between SHS work and the other UNESCO Sectors.
* Actively participate in UN Interagency efforts to address peace building and conflict resolution in Myanmar.
* Assist in the development of funding proposals, identify partnership opportunities and other ways of resourcing activities.
* Enhance and promote the SHS programs in Myanmar in an accessible and easy to understand manner through a wide range of advocacy materials including publication of reports, webpages, press releases and social media.
* Provide back-up support for timely completion of administrative tasks linked to operational activities.

**REQUIRED QUALIFICATIONS**

**Education:** Advanced University degree in any of the social sciences and a good understanding of interdisciplinary issues related to society, culture and human rights.

**Subjects: S**ocial science or development studies.

**Language skills:** Excellent, very good knowledge of English is required.

**Competencies and skills:**

* Experience working on social cohesion and peace-building as well as human rights issues.
* Willingness for teamwork and good communication skills.
* Excellent speaking and writing skills in English.
* Basic computer skills, including MS word and excel.

**LEARNING OBJECTIVES**

1. To understand and utilize SHS’s tools on building social cohesion, including those focused on intercultural dialogue, youth empowerment and social inclusion.
2. Using an intersectoral and holistic approach, to develop interdisciplinary skills.
3. To build an understanding of UN systems and collaboration to strengthen peace-building.
4. To gain a better understanding of designing and implementing social development projects in a country context like Myanmar which is undergoing a complex democratic transition.
5. To design project proposals, draft reports and prepare publications related to social development.

**ADDITIONAL INFORMATION**

UNESCO Myanmar Project Office is under the overall administrative oversight of the UNESCO Regional Office in Bangkok. This office currently has no personnel for the SHS program. The SHS program focuses on youth and sport, culture of peace/intercultural dialogue, and social transformations. The internal conflict within Myanmar aligns well with the SHS mandate and efforts on peace-building are a key component of UNESCO’s work in the country.