

UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Duration: 12 months

Location: UNESCO Institute for Information Technologies in Education, Moscow

Organizational Unit: Section of Digital Pedagogy and Learning Materials

Supervisor (name, title): Ms. Svetlana Knyazeva, Chief of Section

DESCRIPTION OF THE TRAINEESHIP

- Support to analytical activities held within the main programme areas of the Section
- Handling donor and contractor interactions
- Supporting coordination for events hosted by the Institute
- Writing blogs, website content, and helping coordinate the monthly e-newsletter: including generating content, designing layout, managing subscribers

REQUIRED QUALIFICATIONS

Education:

An advanced university degree (Master's degree or equivalent) in ICT in education

Subjects:

Open Educational Resources, Media and Information Literacy

Language skills:

- Excellent knowledge of English.
- Knowledge of Russian is highly desirable.

Competencies and skills:

- Strong conceptual and analytical skills, ability to process great amounts of data, attention to details
- Background and expertise in OER, ICT in education and multilingualism, Media and Information Literacy
- Exceptional written and oral communication skills with ability to draft clearly and concisely and to produce quality briefings
- Excellent organizational and planning skills
- Creativity and flexibility
- Familiarity with social networks and media
- Ability to effectively learn and acquire new knowledge and skills
- Ability to share knowledge and work in a strong team-oriented environment
- Competence in Microsoft Office products, especially Word, PowerPoint and Excel

LEARNING OBJECTIVES

- Keep abreast of new developments in the 'ICT in education' field.
- Develop a working knowledge of Open Educational Resources and Media and Information Literacy.
- Plenty of additional opportunities in related projects.

ADDITIONAL INFORMATION

We value all of our trainees and go the extra mile to make sure you receive a learning experience that fits your career goals. You will also learn how to work in a professional environment and have an opportunity to network with section leaders and programme officers.