



UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Duration: 6 months

Location: Paris, France

Organizational Unit: Communication and Information Sector, Section for Digital Policies and Digital Transformation

Supervisor (name, title): Ms Leona Verdadero

DESCRIPTION OF THE TRAINEESHIP

Under the overall authority of the Chief of Section for Digital Policies and Digital Transformation and under the supervision of the Programme Specialist working on Digital Policies and Digital Transformation, the trainee shall:

- Support the development of policy briefs and guidance on the sustainability considerations of AI: Assist in drafting policy briefs and discussions that explore the environmental impact of AI across the entire AI lifecycle or value chain—from the production of hardware (such as AI chips) to end-of-life management, including e-waste. Topics will include Green AI, Green Machine Learning (Green ML), Tiny ML, and Green Data Centers. The trainee will help develop insights on how AI technologies can be optimized to reduce their carbon and environmental footprint at every stage of the lifecycle, while supporting sustainable development goals.
- Collaborate on Green Machine Learning solutions: Work closely with UNESCO partners—including stakeholders from the private sector, academia, and civil society—to co-develop and promote Green Machine Learning initiatives. The intern will contribute to projects that ensure AI and ML technologies are designed and implemented in ways that are both responsible and energy-efficient, fostering AI applications that align with sustainability priorities.
- Engage with international experts and global stakeholders to promote sustainable digital transformation practices within UNESCO's Global AI and Digital Transformation Network. The intern will help amplify impactful, environmentally conscious AI solutions, leveraging the network to share best practices and innovative Green AI applications globally.
- Contribute to other sustainable AI initiatives: Assist in the design and implementation of forward-thinking projects aimed at minimizing the environmental footprint of AI systems while maximizing their potential for social good. This includes supporting research and initiatives that advance sustainable AI and green digital transformation practices.
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REQUIRED QUALIFICATIONS

Education: Advanced university degree (master's degree); A first-level university degree in combination with additional two years of relevant experience may be accepted in lieu of an advanced university degree.

Subjects: Social/Political Sciences, Communications, Sustainable Development, Natural Sciences, International Relations or related field.

Language skills: Excellent knowledge of English (written and oral); Knowledge of French and/or Spanish would be an asset.

Competencies and skills:

- Good knowledge of MS Office Suite, including Excel.
- Experience in working with MS Teams, Sharepoint and other collaborative Microsoft applications is an asset.
- Good interpersonal and communication skills.
- Good drafting skills, including ability to make technical information understandable to a non-specialized audience.
- Ability to collect, analyze and synthesize information/data from various sources.
- Genuine interest/personal commitment to digital technologies for social good.
- Knowledge or experience in sustainability, digital transformation, or AI-related fields is desirable.

LEARNING OBJECTIVES

- Understand the global policy landscape in sustainable digital and AI transformation, including the role of international organizations in setting standards, facilitating knowledge exchange, providing policy advice, enhancing human and institutional capacities, and promoting international cooperation.
- Gain experience in sustainable digital transformation by exploring how global policies are evolving to embrace environmentally friendly technologies.
- Expand knowledge of Green AI by learning how to assess and mitigate the environmental impacts of AI systems, with a focus on Green Machine Learning practices and the sustainable deployment of technology.
- Develop project management skills by acquiring hands-on experience in managing global projects and advocating for sustainable AI, while collaborating with a diverse team of experts.
- Build communication skills by learning to translate complex technical concepts—particularly around AI and sustainability—into clear, actionable insights for a wide range of stakeholders.

The trainee will be invited to join trainings organized by UNESCO and the UN specifically with respect to digital policies and digital transformation, as well as all standard UNESCO training courses (Ethics, Gender, IT security, etc.).

ADDITIONAL INFORMATION

The trainee will be part of a dynamic team, combining topics such as artificial intelligence, digital transformation and emerging technologies with meaningful international development work, in order to co-shape a human-centred digital future. The section has 10

members, and the fellow will collaborate with all members. In addition, the fellow will have regular interaction with colleagues across the Organization, including in Programme Sectors (in particular within Communication and Information) and Field Offices worldwide.