

## UNESCO Sponsored Traineeship Programme

### Terms of Reference

#### GENERAL INFORMATION

**Duration:** 6 months

**Organizational Unit:** Bureau of Human Resources Management, Management Support and Coordination Unit

**Location:** Paris, France

**Supervisor (name, title):** Ms. Brona Fleming, Head of Unit

#### DESCRIPTION OF THE TRAINEESHIP

The Management Support and Coordination Unit (HRM/MSU) is seeking a motivated and proactive trainee to join its team. The trainee will contribute to enhancing the efficiency of the Organization by providing effective support and coordination to the Director and to the Bureau of Human Resources Management as a whole.

In close collaboration with the Director and HRM teams, the Management Support and Coordination Unit (MSU) is responsible for coordinating and monitoring the implementation of the Human Resources Strategy 2023–2027 and its roadmap, which outlines a series of key HR initiatives and flagship programmes. The effective implementation of the Strategy relies on two key pillars: the provision of reliable data and accurate statistical reporting on core HR indicators, and the development of a clear and targeted communication strategy, both within the Bureau and across UNESCO staff, at Headquarters and in Field Offices. These core functions are central to the mandate of the MSU Unit.

Under the overall authority of the Director of the Bureau of Human Resources Management (HRM) and the direct supervision of the Head of the Management Support and Coordination Unit (HRM/MSU), the trainee will contribute to the coordination of the development, implementation, and monitoring of HRM's policies and approved budget.

In this context, the trainee will assist the Head of the MSU Unit in the following areas:

- Drafting and preparation of official reports, memoranda, briefings, and analytical notes on a range of human resources matters, in consultation with the Director and HRM teams.
- Supporting the monitoring and coordination of HRM's workforce and budget management, ensuring consistency of practices across the Bureau.
- Coordinating HRM's contributions to the Organization's Governing Bodies, including research and analysis of past and ongoing activities, review of evaluations and priorities expressed by Member States, drafting of HR reports, quality assurance of official documentation, and follow-up on statutory decisions.
- Monitoring and preparing inputs related to the implementation of HR evaluation and audit recommendations, in collaboration with the relevant HRM teams.
- Providing administrative support, in collaboration with the Director of HRM, in managing relations with staff associations and in the implementation of staff well-being initiatives.
- Providing support to cross-cutting projects led by the MSU team, including those carried out by team members responsible for HR data and HR communications.

## REQUIRED QUALIFICATIONS

### Education:

An advanced university degree (Master's level) in human resources management, public or business administration, social sciences, political science, international relations, or a related field; A first-level university degree in combination with additional two years of relevant experience may be accepted in lieu of an advanced university degree.

### Professional Experience and Qualifications:

- Relevant professional experience in areas related to the duties outlined above.
- Strong analytical skills, including experience in data analysis and/or reporting.
- Excellent communication and presentation skills.

### Languages:

- Excellent spoken and written proficiency in English and/or French.

### Competencies and Skills:

- Strong analytical and drafting abilities.
- Demonstrated teamwork skills and flexibility.
- High level of discretion and the ability to handle sensitive and confidential information.

### Desirable Qualifications:

- Experience in an international or intergovernmental organization
- Proficiency in the use of Microsoft Office applications.
- Demonstrated ability to work in a multicultural environment.

## LEARNING OBJECTIVES

The trainee will gain hands-on experience in coordination, analysis, and communication within the field of human resources management in an international organization that is part of the United Nations common system.

He/she will develop and strengthen transferable skills applicable to intergovernmental and regional organizations, as well as national public systems. Through active involvement in the strategic activities of the HRM/MSD team, the trainee will be exposed to the mechanisms of coordination, monitoring, and reporting of HR initiatives.

The trainee will also become familiar with HR data management and communications by supporting the dissemination of strategic information and contributing to internal coordination across the HR Bureau. By participating in governance-related activities and in the follow-up of interactions with HR and UNESCO teams, he/she will develop a solid understanding of decision-making processes in human resources management and the role of a coordination and management support unit. This experience will enrich his/her academic and professional background by building essential analytical, organizational, and strategic skills for working in an international environment.