



UNESCO Trainees Programme

JOB DESCRIPTION

1. GENERAL INFORMATION

Title: Trainee, Social and Human Sciences (SHS)

Sector: Social and Human Sciences

Duty station: Havana, Cuba

Director/Head of the office: Katherine Müller-Marin

Trainee supervisor: Katherine Müller-Marin, Director of the UNESCO Regional Office for Culture in Latin America and the Caribbean, Director of the Cluster Office to the Latin Caribbean, (Cuba, Dominican Republic, Haiti and Aruba) and Representative to Cuba, Dominican Republic and Aruba.

2. DESCRIPTION

Duration: 12 months

Description of tasks:

- Carry out comprehensive desk reviews on existing tools and methodologies that can be adapted to the Cuban and Cluster (Dominican Republic, Aruba, Haiti) context in order to provide recommendations for evidence-based decision-making.
- Provide support towards implementation of social and human sciences activities in particular addressing youth development programmes.
- Assist in planning and organizing meetings and workshops related to the implementation of the projects and programmes.
- Contribute to the drafting of the various documents and reports related to the implementation of the programmes.
- Assist in the preparation of project proposals for resource mobilization.
- Carry out any other duties, including research assistance relevant to the experience he/she needs to acquire.

Learning objectives:

After the assignment the trainee will have:



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- *Acquired an in-depth knowledge of the social and human sciences programmes under the responsibility of UNESCO;*
- *Learned how to work with diverse stakeholders;*
- *Attained Field project management experience; setting particular objectives and develop appropriate mediation, monitoring and evaluation mechanisms;*
- *Strengthened his/her analytical, communication, negotiation and interpersonal skills;*
- *Acquired the ability to successfully bring onboard new funding partners.*

3. QUALIFICATIONS AND EXPERIENCE OF THE CANDIDATE REQUIRED

Academic qualifications (including knowledge of specific subject areas):

Academic background (Master level desired) in social sciences, humanities and related fields

Work experience (if needed):

- *Good understanding of international and national actors in the field of social and human sciences;*
- *Ability to liaise with partners for relevant information;*
- *Experience in report writing and elaboration of concept notes and project proposals;*
- *Excellent communication skills and interpersonal relations.*

Language requirements:

Excellent knowledge of English and basic knowledge of Spanish, including the ability to read, write and communicate.

Other skills:

- *Capacity to multi-task and be proactive;*
- *Able to work under tight deadlines;*
- *Excellent IT skills to carry out the work.*