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**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**Trainee in Science Policy**

***GENERAL INFORMATION***

**Duration:** 12 months

**Location:** Montevideo, Uruguay

**Organizational Unit**: UNESCO Montevideo, Science Policy Programme

**Supervisor (name, title):** Guillermo Anlló, Science, Technology and Innovation Regional Specialist

***DESCRIPTION OF THE TRAINEESHIP***

* Assist in the design and implementation of a communication strategy for the third Latin American and the Caribbean Open Science Forum, CILAC 2020.
* Update the databases and assist in the dissemination of activities, calls and communication of the Forum.
* Contribute in the drafting of press releases, informational material, updates of the website, graph material and publications.
* Carry out any other duty considered relevant to the experience he/she needs to acquire

***REQUIRED QUALIFICATIONS***

**Education:** Post-graduate students in a natural or social science.

**Subjects:** Demonstrated substantive knowledge and understanding of communication strategies; programmes related to basic sciences, science, technology and innovation policy, international cooperation or political sciences, economics and foreign affairs (not exclusive) will be valued.

**Language skills:** Fluent Spanish and English are required. Other languages spoken in LAC region will be considered an asset.

**Competencies and skills:** Teamwork: “Ability to maintain effective working relations within a multi-cultural setting and to work effectively in team environment”.

* Communication: “Ability to speak and write clearly and effectively”.
* Planning and organizing: “Ability to develop clear goals that are consistent with agreed strategies”.
* Respect for Diversity: “Works effectively with people with diverse backgrounds”.
* Capacity to multi-task.
* Able to work under tight deadlines.
* Good IT skills.

***LEARNING OBJECTIVES***

Once completed the internship, it is expected that the intern has got acquainted with the science policy sector in LAC (governmental and non-governmental institutions, academy, financing organizations, science and technology programmes), as well as has gained solid working knowledge of the operations of an intergovernmental organization and has strengthened his/her analytical, communication, negotiation and interpersonal skills.

***ADDITIONAL INFORMATION***

Being an intern at the UNESCO Regional Office for Science will allow young students/professionals to acquire understanding of UNESCO values while deepening their knowledge on science fields with a specific regional approach (Latin America and the Caribbean). UNESCO fellowships contribute towards the genuine sharing of knowledge and expertise in which each party, whether teacher or student, gives and learns.