

Knowledge Management and Mobilization

IIEP UNESCO LAC

Duration: 5 months (can be extended up to 6 months), starting on 3 June 2024.

Location: IIEP UNESCO Office for Latin America and the Caribbean, Buenos Aires, Argentina

Application Deadline (Midnight Paris Time): **13 May 2024**

OVERVIEW OF THE FUNCTIONS OF THE POST

The International Institute for Educational Planning (IIEP) is a specialized institute of UNESCO with the mission of strengthening the capacities of Member States to plan and manage their education systems. The IIEP UNESCO Office for Latin America and the Caribbean, established in 1998, has developed specific knowledge on the education systems of the region, which allows it to provide updated and contextualized information on key issues for the planning, management and evaluation of education policies.

One of the strategic objectives of the Office is to promote access to and use of knowledge on educational planning and management as a global public good. Within this framework, UNESCO IIEP's Knowledge Management and Mobilization (KMM) area not only seeks to produce and systematize knowledge to enrich the education debate, but also to disseminate it for active use by ministries of education for evidence-based policy implementation. It does this through multiple resources: applied research; the development of communities of practice and digital platforms with access to data, indicators and tools; and the organization of high-level meetings for debate and reflection.

OBJECTIVES

The main objective of the internship is to support the Office in the development and implementation of projects within the Knowledge Management and Mobilization area (KMM), under the direct supervision of the Deputy Coordinator.

One of the most emblematic projects in charge of the KMM area is the Information System on Educational Trends in Latin America. SITEAL (by its acronym in Spanish) is a regional observatory of education policies. It offers three databases (Policies and regulations, Research, and Educational indicators) that are analysed and consolidated into different types of documents for monitoring the right to education in the region. The intern's tasks within the area will be centered on this project, focusing on the following specific activities:

1. SITEAL

a. Provide support for the update SITEAL resources: Map relevant researchers and research centres to identify and include policy studies in the SITEAL database. Update the research base according to the inclusion criteria of the field update protocol.

b. Dissemination of SITEAL and its knowledge production:

- Provide support in carrying out a mapping of education policy chairs in the region. Systematize in a database of contacts.

- Contribute to the development of materials for the dissemination of the project (newsletters, briefing notes, presentations, content for social networks, etc.).

c. Organization of events: Provide support in organizing the technical and logistical support of the project's events: planning, monitoring the schedule, preparing documents, sending communications to guests and other general support tasks.

d. Monitoring and Evaluation: Contribute to the monitoring of metrics and analysis of the use of the SITEAL platform and project activities.

2. Thematic studies in the framework of SITEAL

a. Participate in monitoring and reviewing the results of the specialists responsible for conducting the thematic studies in the area.

b. Conducting literature reviews and synthesize relevant information on the selected topic for the 2024 Thematic Studies. Prepare materials for meetings, abstracts, and presentations.

c. Participate in the planning and implementation of a webinar to disseminate the secondary education studies produced in 2023 and assist in the development of materials for the event (agenda, presentations, social media resources).

d. Support the identification of the target audience and participants for the event on secondary education: mapping strategic institutions, organizations, and experts relevant to the topic, contacting them and managing their participation.

3. Cross-cutting tasks

a. Collaborate in other activities and general support tasks of the KMM area required by the Coordination.

b. Participate in KMM area team meetings.

LEARNING OBJECTIVES

By the end of the internship, the intern is expected to:

- Develop skills in education policy research and analysis by searching, classifying and evaluating documents and research studies on education policies in Latin America.

- Gain insight into education policy trends, challenges and opportunities in the region through participation in meetings, follow-up and review of the work of education experts.
- Gain experience in planning, organizing and running high-level events with experts and professionals in the field of education.
- Gain practical experience in the field of knowledge management and mobilization in a renowned international organization, such as UNESCO, and learn about the approach and working methodology applied in the field of KMM.
- Learn about the functioning and structure of a prestigious international organization such as UNESCO, which will provide practical knowledge on how to work in a multicultural and internationally collaborative environment.
- Develop soft skills such as stakeholder management, problem solving, interpersonal skills, work ethic, teamwork, flexibility, communication by participating in team meetings and working on general support tasks in the KMM area.

COMPETENCIES (Core / Managerial)

- Accountability (C)
- Communication (C)
- Innovation (C)
- Knowledge sharing and continuous improvement (C)
- Planning and organizing (C)
- Results focus (C)
- Teamwork (C)
- Professionalism (C)

REQUIRED QUALIFICATIONS

Academic qualifications:

- Completed advanced undergraduate or master's student in education, sociology, political science or other related field (if undergraduate, at least 4 years of completed higher education) (required).
- Diploma or certificate of enrollment/registration.
 - If you are currently enrolled in a postgraduate degree (Master or PhD), please submit a certificate of enrollment that clearly states your name, the title of the degree, the level, and the inclusive dates.
 - If you finished your Master's or PhD degree less than 12 months prior to the scheduled start of the internship, please submit your diploma.
 - If the diploma is not yet available, kindly submit a certification from your University stating that you have already completed your Master's or PhD degree. The exact date you completed your studies should be clearly stated.
- A good academic record as evidenced by recent transcripts or official transcripts from your higher education institution.

COMPETENCIES

- Familiarity with and general understanding of education policy and research in Latin America (required);
- Familiar in using qualitative research methods (required);
- Good critical reading, analytical and writing skills;
- Familiar in the analysis of statistical indicators;
- Familiar with data analysis tools;
- Strong interpersonal and communication skills;
- Ability to work well in a team and adapt to an international organization working environment;
- Excellent knowledge in computer software (Word, Excel, PowerPoint and Outlook) (required).

LANGUAGES

- Excellent command, both written and spoken, of Spanish and English.
- A working knowledge of Portuguese would be an advantage.

MANDATORY DOCUMENTS

- Please submit a scanned copy of your passport or your national ID.
- Please provide a health insurance document which must cover the entire period of the internship (the start and end dates of the insurance coverage should be visible). Depending on your situation, this document can either be from a private insurance company or a state-sponsored health insurance.
- Please submit a recent, one-page medical certificate signed by your doctor stating that you are fit to work. Please note that we will not accept your detailed medical record, which can only be interpreted by a medical practitioner.
- Please make sure that you have the necessary visa to live and work in your selected Duty Station. Applying for a visa is the sole responsibility of the intern.

BENEFITS AND ENTITLEMENTS

UNESCO does not remunerate interns. There is no compensation, financial or otherwise for internship assignments. **Payment of expenses related to commute are contemplated.**

The internship will be carried out in a hybrid modality as follows: 3 days in the office (Monday, Tuesday and Thursday) and 2 days of remote work (Wednesday and Friday). Overall time dedication is expected to be part-time (4 hours per day).

Interns are entitled to 2.5 days of leave per month during their internship.

To apply, it is necessary to send a cover letter (specifying why you would be the right person and what motivates you to apply) **and your resume** in [UNESCO format](#) to: pasantias@iiep.unesco.org (CVs that do not conform to the requested format will not be considered in the selection process).

Please include in the subject line of the e-mail: **Knowledge Management and Mobilization**

Closing date: 13 May 2024