

2026 年度

グローバルインターンシップ°（G.echo）プログラム （国際機関・政府機関版）

募 集 要 項



広島大学

グローバルインターンシップ（G.ecbo） プログラムとは・・・

広島大学グローバルインターンシップは、海外の国際機関、政府機関、民間企業などでの就業体験や生活を通して、国際社会で活躍できる人材育成を目的としたプログラムです。

本プログラムを通じて、本学の学生に実践的な外国語運用能力の修得のほか、異なる文化圏での就業体験による国際感覚の醸成により今後のキャリア形成に役立てることを目的とします。

【募集プログラム】

プログラム	派遣先	募集人数	詳細	募集締め切り
文部科学省ユネスコ	パリ本部他	2名	プログラム詳細①参照 ページ 5～8	2026年4月24日（金） 17時（日本時間）
広島大学ユネスコ	パリ本部、エジプト、 チリ	6名	プログラム詳細②参照 ページ 9～30	2026年5月29日（金） 17時（日本時間）
SEAMEO CECCEP	インドネシア	若干名	プログラム詳細③参照 ページ 31～33	
SEAMEO CED	ラオス	若干名	プログラム詳細④参照 ページ 34～36	
CMAC	カンボジア	若干名	プログラム詳細⑤参照 ページ 37～39	
ADB CRM	カンボジア	若干名	プログラム詳細⑥参照 ページ 40～42	

（注）応募状況や派遣状況により、追加募集を行う場合があります。

※UNESCO（ユネスコ）：United Nations Educational, Scientific and Cultural Organization

※SEAMEO CEECEP（東南アジア教育大臣機構 幼児教育・保育・子育てセンター）：Southeast Asian Ministers of Education Organization Regional Centre for Early Childhood Care Education and Parenting

※SEAMEO CED（東南アジア教育大臣機構 コミュニティ教育センター）：Southeast Asian Ministers of Education Organization Regional Centre for Community Education Development

※CMAC（カンボジア地雷対策センター）：Cambodia Mine Action Centre

※ADB CRM（アジア開発銀行 カンボジア常駐代表事務所）：Asian Development Bank Cambodia Resident Mission

【注意事項】

1. インターンシップ期間中は全て、学生の責任において自己管理を行っていただきます。また、本学指定の「海外旅行保険」、「学生教育研究災害傷害保険」及び「学研災付帯賠償責任保険」への加入が必須となります。もみじに掲載している「広島大学の海外渡航リスク管理マニュアル（学生編）」を熟読しておいてください。渡航前には、海外渡航リスクに関する講義を必ず受講してください。

もみじURL <https://momiji.hiroshima-u.ac.jp/momiji-top/learning/risk-kanri.html>

2. 派遣学生は以下について個別に手配・購入の上、費用の全額を負担する必要があります。

- (1) 本学指定の海外旅行保険加入料（半年間で約 6 万円）
- (2) 旅券（パスポート）取得に係る費用
- (3) 派遣に必要な査証（ビザ）取得に係る費用
- (4) 予防接種に係る費用（必要な場合）
- (5) その他、派遣に当たり必要となる費用

3. 派遣期間中の学籍上の取扱いについて

本プログラムにより派遣される場合は、事前に所属学部・研究科の学生支援担当に相談の上、適宜学籍変更について指示に従ってください。

4. 海外派遣に係る安全管理について

- (1) 海外派遣中の安全意識向上のため、渡航前に本学が開催するオリエンテーションには必ず出席してください。
また、「外務省海外安全ホームページ」等を活用の上、渡航先の情報収集を渡航前だけでなく、渡航期間中も行ってください。

【外務省 海外安全ホームページ】

<https://www.anzen.mofa.go.jp/>

<https://www.anzen.mofa.go.jp/study/>

- (2) 渡航先の安全情報収集のため、外務省渡航情報サービス「たびレジ」への登録を渡航前に必ず行ってください。
また旅券法に基づき、日本国籍を持つ者が 3 か月以上日本国外に滞在する場合は、「在留届」を在外公館に提出することが義務付けられますので、渡航後速やかに手続きを行ってください。「たびレジ」及び「在留届」の登録情報は、滞在先での危機発生時の安否確認等に利用されます。

【外務省渡航登録サービス（たびレジ、在留届電子届出システム ORRnet）】

<https://www.ezairyu.mofa.go.jp/index.html>

- (3) 渡航中の安否確認のため、本プログラムにより派遣される学生には、チューター又は指導教員、所属学部・研究科の学生支援担当及びグローバル化推進グループへの定期的な連絡が義務付けられます。
- (4) 自然災害や国際情勢等の事情により、派遣の延期・中止や派遣期間の変更が生じることがあります。また、派遣中であってもこれらの事情により帰国を指示することがあります。いずれの場合も手配が完了している航空券等のキャンセル料や帰国に係る費用の実費（渡航のため、個人で手配・購入したものを含む）については、原則として派遣学生の個人負担とします。なお、本学では、外務省海外安全ホームページの「海外危険情報」に基づき、学生の海外派遣の判断を行います。
- (5) 外国為替及び外国貿易法（外為法）に基づく安全保障輸出（貿易）管理における「技術の提供・貨物の輸出」上の懸念情報に該当する活動を派遣期間中に行う計画がないか、渡航前に事前確認を行います。

【安全保障輸出管理（広島大学公式ウェブサイト）】

<https://www.hiroshima-u.ac.jp/iagcc/risk/stc>

- (6) その他、海外派遣に係る安全管理は、本学作成の「海外渡航リスク管理マニュアル（学生編）」、外務省発行の「海外安全 虎の巻」等に基づく対応が求められます。

【海外渡航リスク管理マニュアル（学生編）】

<https://momiji.hiroshima-u.ac.jp/momiji-top/learning/risk-kanri.html>

【海外安全 虎の巻（外務省発行）】

<https://www.anzen.mofa.go.jp/pamph/pdf/toranomaki.pdf>

5. 辞退等に係る取扱いについて

- (1) やむを得ず辞退する場合は速やかにグローバル化推進グループまで連絡しなければなりません。辞退が認められた時点で手配が完了している航空券等のキャンセルに係る費用の実費（渡航のため、個人で手配・購入したものを含む）については、原則として学生の個人負担とします。
- (2) 派遣への推薦手続き後に「応募資格」のいずれかを満たさなくなった場合は、本学から派遣先への推薦及び派遣の許可を取り消します。この場合は派遣を辞退したものとみなし、(1) の取扱いを適用します。
- (3) 派遣の可否についての最終決定は派遣先によるため、本学から派遣先への推薦後、派遣不可となる可能性があります。派遣先からの正式な受入れ許可の連絡があるまでは、航空券の購入及び海外旅行保険の加入手続きは行わないでください。
- (4) 旅券の取得、査証申請、航空券手配、海外旅行保険加入手続き等、渡航に係る必要手続きについては、(1) から (3) を考慮の上、各自の責任で計画的に進めてください。また本学又は派遣先の担当者からの照会等に対しては、迅速に対応してください。旅券又は査証が取得できず、渡航ができなくなった場合、派遣先等から受入れ許可が取り消される可能性があります。この場合、本学は責任を負いません。また、派遣を辞退したものとみなし、(1) の取扱いを適用します。
- (5) インターンシップの参加承認後、本人の都合により辞退する場合、返金不可の費用（宿泊費等）については、派遣学生がキャンセル料を負担するものとします。
- (6) 天災、事故、健康上の緊急事態その他やむを得ない事情により予定より早く帰国しなければならなくなった場合には、速やかに派遣先および広島大学の双方に相談し、了承を得るものとします。

【その他】

- (1) 派遣終了後、再び本学に戻り学業を継続することについて問題がないかどうか、所属学部・研究科の卒業・修了要件を確認してください。
- (2) 派遣学生は、派遣終了後 1 か月以内に「インターンシップ成果報告書」を作成し、グローバル化推進グループへ提出するものとします。また、学内又は学外で開催されるインターンシップ成果報告会等での発表、本プログラムの事業評価に関する調査・アンケートへの回答及びインターンシップ派遣を希望する学生への支援並びに広報活動等に全面的に協力いただきます。
- (3) 「グローバルインターンシップ A」(1 単位)、「グローバルインターンシップ B」(2 単位)、「アドバンスドグローバルインターンシップ」(2 単位) 科目へ単位申請可能。

【問合せ先】

- (1) 応募手続き及び単位認定申請等について
国際室国際部グローバル化推進グループ(東広島キャンパス) 本部棟 6 階
メール : kokusai-suisin@office.hiroshima-u.ac.jp
Tel : 082-424-6907/7313
- (2) 学籍異動、卒業・修了要件について
所属する学部・研究科の学生支援担当



プログラム詳細 ①

文部科学省ユネスコ



広島大学

1.概要

文部科学省（日本ユネスコ国内委員会）及び国際連合教育科学文化機関（以下「ユネスコ」という）は、2023年11月に、ユネスコ活動の活性化の一環として、日本の若者のユネスコ事務局（地域事務所を含む）での研修の機会を推進するべく、ユネスコとの間で研修プログラムの創設に関する覚書に署名しました。

本プログラムは、日本の若者がユネスコ事務局での勤務を経験することにより、ユネスコ活動に対する理解促進、国際機関職員をはじめとしたグローバルに活躍できる人材の育成、ユネスコ活動を活用した地域活性化等に貢献することを目指しています。

【ユネスコ（UNESCO）について】

UNESCO（国際連合教育科学文化機関）は、教育・科学・文化・コミュニケーションの分野を通じて国際協力を推進する国連専門機関です。1945年に設立され、本部をフランス・パリに置いています。

世界遺産の保護や教育の普及、持続可能な開発の推進など、平和の構築と人類の福祉向上に寄与する活動を展開しています。現在、世界各国に地域事務所や関連機関を有し、グローバルな課題解決に取り組んでいます。

※UNESCO公式サイトはこちら：<https://www.unesco.org/en>

2.対象学生

広島大学正規課程に在籍している日本人大学院学生（研究科・学年不問）

文部科学省は、教員の人材育成（高等教育を含む）、世界遺産、無形文化遺産、ユネスコエコパーク、ユネスコ世界ジオパーク、創造都市、世界の記憶、水文学、海洋科学、防災・減災等の分野を重点的な推薦分野としています。

3.派遣人数

広島大学からは最大2名まで推薦することができます。（原則として各大学の合格者は1名となりますが、全体の応募者数や調整状況により、2名が派遣される場合があります。）

4.派遣期間

2026年10月～2027年3月に開始（6か月～最長12か月）

ユネスコによる面接の調整および結果通知までには、一定の期間を要する場合があります。

（参考：2025年度実績 面接実施：2025年2月／結果発表：2025年4月初旬／派遣開始：2025年10月）

5.派遣場所

ユネスコにおいて調整の上提示

応募者は、UNESCO本部および世界各地のUNESCO地域事務局から、希望する派遣先を最大3か所まで選択し提示することができます。地域事務局の一覧については、以下のユネスコ公式サイトをご参照ください：

<https://www.unesco.org/en/fieldoffice>

6.経済支援

候補者は、研修決定後に所属機関を通じて、公益財団法人日本国際教育援協会に奨学金を申請することができます。
月額奨学金：10万円（最長12か月）、留学準備金：15万円（アジア地域）、25万円（アジア以外の地域）。なお、本支援は他の経済的支援を妨げるものではありません。

7.応募締切

2026年4月24日（金）17時（日本時間）

8.応募資格

- (1) 日本国籍を有すること
- (2) 英語又は仏語で円滑なコミュニケーションが可能であること
 - 英語は TOEIC880 点程度の能力を有する者
 - 仏語はヨーロッパ言語共通参照枠（CEFR）B2 程度の能力を有する者

※ 上記はあくまで目安であり、これに達しないことをもって推薦を妨げるものではない
- (3) 原則2026年度中（2026年4月～2027年3月）に研修を開始できること
- (4) 原則6か月以上（最長12か月）研修が可能であること
- (5) 原則30歳未満であること（2026年4月1日時点）
- (6) 渡航に必要な査証を確実に取得できること
- (7) 過去に本プログラムの研修生として派遣されていないこと

9.応募方法

下記の提出書類をグローバル化推進グループへメールで提出してください。

kokusai-suisin@office.hiroshima-u.ac.jp

件名は、「グローバルインターンシップ応募（文科省ユネスコ）」としてください。

10.提出書類

提出書類は以下URLよりダウンロードしてください。

<https://fshare.hiroshima-u.ac.jp/nextcloud/index.php/s/LwBXmmBxCYw7NX2>

- 1) インターンシップ申請書および志望理由書（様式1）
- 2) 指導教員の承諾書（様式2）（英語または日本語）
- 3) 候補リスト（別紙1）, Motivation to apply（英語で記入）（別紙2）
- 4) 略歴（CV）（英語で記入）（様式3）
- 5) 英語能力試験の証明書の写し（TOEIC、英検等）
- 6) 「学研災付帯賠償保険責任（学研賠）」の確認書類（保険料支払い領収書写し等）」
- 7) 成績表

11.選考方法

広島大学で本学の推薦者を選考し、ユネスコに推薦します。その後、ユネスコから研修先の提示があった候補者は、ユネスコによる面接（原則オンライン）を受け決定します。

研修先は、「候補リスト」（別紙1）及び経歴（CV）（様式1）に基づき、ユネスコにおいて調整のうえ提示されます。ユネスコで適切な研修先が無い場合、または候補者がユネスコから提示された研修先を断る場合、当該候補者は「候補者リスト」から除外されます。

12.選考後の手続き

研修契約書の署名、学位証明書（英文）、健康診断書（英文）、その他ユネスコからの依頼に応じて必要書類を提出してください。

13.研修の取消し又は終了

(1) 候補者の推薦時の提出書類の内容に虚偽があることが認められた場合は、研修生としての研修を取り消すことがある。

(3) 研修生が以下のいずれかの事項に該当すると認められた場合は、研修を終了することがある。

- ア 上記「応募条件」に掲げる要件のいずれかを満たさなくなった場合
- イ 学業不振や素行不良等が顕著である場合又は所属機関で懲戒処分を受けた場合
- ウ 業務不振や素行不良等の理由でユネスコにより研修を終了させることが適当と認められた場合
- エ 提出書類の内容に虚偽があることが認められた場合
- オ その他、研修生としての責務を怠るなど、研修生として適当でないと認められた場合

14.研修期間中・修了時の連絡・報告等

- (1) 研修生は、渡航にあたって現地の安全情報に十分注意し、渡航後も随時状況確認ができるよう、所属機関やユネスコと連絡を密にすること。また、研修生の所属機関は、文部科学省国際統括官付と連絡を密にすること。
- (2) 研修生の所属機関は、研修の修了時にユネスコから送付された評価報告書を、文部科学省国際統括官付に速やかに共有すること。また、研修生は、研修修了後1か月以内に、紙途定める「研修報告書」を提出すること。
- (3) 研修生は、研修期間中及び研修修了後、本プログラム及びユネスコ活動の促進のため、国内でのユネスコ活動（※）や情報発信等の取組へ積極的に参画することが期待される。

※次世代ユネスコ国内委員会や民間のユネスコ活動等



プログラム詳細 ②

広島大学ユネスコ



広島大学

1.概要

本プログラムは、広島大学と国際連合教育科学文化機関（ユネスコ）（以下、「ユネスコ」という。）のインターンシッププログラムに関する協定に基づき、広島大学大学院に所属する学生をユネスコに数ヶ月間インターンシップとして派遣するプログラムです。ぜひこの機会にユネスコでの仕事に従事し、国際的な教育に関する諸領域（政策、実践、調査研究等）においてユネスコが有する豊富な知見に触れながら、グローバルに通用する人材を目指してみませんか。

【UNESCO について】

UNESCO（国際連合教育科学文化機関）は、教育・科学・文化・コミュニケーションの分野を通じて国際協力を推進する国連専門機関です。1945 年に設立され、本部をフランス・パリに置いています。

世界遺産の保護や教育の普及、持続可能な開発の推進など、平和の構築と人類の福祉向上に寄与する活動を展開しています。現在、世界各国に地域事務所や関連機関を有し、グローバルな課題解決に取り組んでいます。

※UNESCO 公式サイトはこちら：<https://www.unesco.org/en>

2.対象学生

広島大学大学院に在籍している正規課程の学生

（※研究科・学年等の詳細は、各ユネスコ受入先事業所の募集要件をご確認ください）

3.派遣人数

各受入先部署につき 1 名（最大 6 名）

4.業務内容

今年度のインターンシップの主要プログラム分野は以下のとおりです。各受入先部署が展開する関連事業に従事します。詳細については、各受入部署の募集要件をご確認ください。

1. HQ_45_CLD: Data Analysis, Statistics and Reporting (Paris, France)
2. HQ_44_HRM_LPD: Learning, Development and Performance Management (Paris, France)
3. HQ_36_ED_PLS_YLS: Technical and Vocational Education Training (Paris, France)
4. HQ_16_SC_SIDS: Section for Small Islands Developing States (SIDS) (Paris, France)
5. Cairo_1_CLT: Intangible Cultural Heritage (Cairo, Egypt)
6. Santiago_5_SHS: Inclusion for Sustainable Development (Santiago, Chile)

5.派遣期間

2026 年 10 月～2027 年 3 月に開始（6 か月～最長 12 か月）

6.派遣場所

ユネスコの事業所（上記 4.に記載の事業所のうち、いずれか 1 ヶ所）

7.経済的支援

- 1.本インターンシップでは、ユネスコからの給与・手当等の支給はありません。

2.大学による渡航費補助があります。

また、広島大学ユネスコインターンシップ派遣奨学金（月額 10 万円・最長 12 か月）への申請が可能です。「2026 年度広島大学ユネスコインターンシップ派遣奨学金公募要領」に基づく奨学金の交付対象合格者のみには、奨学金を交付します。

※詳細は該当奨学金の公募要領をご確認ください。

※本奨学金は他の奨学金との併給が可能です。

8.応募締切

2026 年 5 月 29 日（金）17 時（日本時間）

9.応募条件

- ① 海外での業務に強い意欲があり、心身ともに健康であること。
- ② 申請時・インターンシップ期間を通じて広島大学大学院の正規課程に在籍する者
（インターンシップ期間中に休学している者を除く。）
- ③ 国際的な教育の普及や改善に関連のある研究を行っている者
- ④ ユネスコ憲章の理念を理解し、その活動に貢献する志のある者
- ⑤ 業務の遂行能力のある者
- ⑥ 英語能力（業務が遂行可能なレベルの英語能力）
- ⑦ 派遣先地域の査証（ビザ）を取得できること。

10.応募方法

応募締切までに提出書類を下記 E メールアドレスへ提出してください。

件名は、「グローバルインターンシップ応募（広島大学 UNESCO）」としてください。

提出先：国際室国際部グローバル化推進グループ

kokusai-suisin@office.hiroshima-u.ac.jp

11.提出書類：

提出書類は以下URLよりダウンロードしてください。

<https://fshare.hiroshima-u.ac.jp/nextcloud/index.php/s/LwBXmmBxCYw7NX2>

- ① インターンシップ申請書および志望理由書（様式 1）
- ② 英語能力試験の証明書の写し（TOEIC、TOEFL、英検等）
- ③ 指導教員の承諾書（様式 2）（英語または日本語）
- ④ 成績表（GPA）の写し
- ⑤ 履歴書（自由形式：英語版）
- ⑥ 「学研災付帯賠償責任保険（学研賠）」又は、「外国人留学生向け学研災付帯学生生活総合保険（インバウンド付帯学総）」加入の確認書類（保険料支払い領収書写し等）
- ⑦ 広島大学ユネスコインターンシップ派遣奨学金申請書
（※「2026 年度広島大学ユネスコインターンシップ派遣奨学金公募要領」をよく確認の上、奨学金を申請する場合は本申請書を提出してください。）

12.選考方法

- ① 広島大学で書類選考と面接を実施し、ユネスコインターンシップ派遣学生が決定した後、さらにユネスコ受入先事業所での審査が行われます。
 - ② ユネスコ受入先事業所での審査方法は、面接（オンライン利用又は電話）、場合により筆記試験があります。筆記試験が実施される場合は、ユネスコ受入先事業所より事前に連絡があります。
- ※具体的な受入部署・内容は、ユネスコ各受入先事業所が広島大学から派遣候補者の選出を受けて決定します。

13.スケジュール

2026 年 7 月上旬；派遣者決定

海外渡航に関する講義受講（必ず受講すること）、渡航準備開始（査証申請準備、航空券手配、予防接種、海外旅行保険加入、査証申請等）

2026 年 8 月以降；インターンシップ開始

派遣終了後；インターンシップ成果報告書等の提出、報告会等での発表等

なお、応募状況、派遣状況を踏まえ、追加募集を実施する可能性もあります。

2026年度広島大学ユネスコインターンシップ派遣奨学金公募要領

広島大学ユネスコインターンシップ派遣奨学金（以下「ユネスコ奨学金」という。）は、平和を希求し、チャレンジする国際的教養人の育成のため、広島大学（以下「本学」という。）の大学院生がユネスコインターンシッププログラムに参加するための支援を行うことを目的とする。

この2026年度の奨学金について、広島大学ユネスコインターンシップ派遣奨学金交付要領に基づき、次のとおり公募する。

1. 交付対象と交付内容

- a 交付対象 ユネスコインターンシッププログラム参加者
- b 交付件数 若干人
- c 交付額 原則として1人当たり月10万円を上限として交付する。ただし、インターンシップ派遣先の国・地域、インターンシップ派遣期間等により算定する。

なお、奨学金は、以下項目のインターンシップに参加するために要する学資に充てるものとする。

- (1) インターンシップ参加費
- (2) 東京海上日動火災保険(株)のトータルサポートサービス付き海外旅行傷害保険の加入
- (3) 旅券取得費
- (4) 査証取得費
- (5) 渡航費
- (6) 宿舍費
- (7) その他インターンシップに参加するために要する学資と認められるもの

2. 応募要件

- (1) 本学の正規課程に在籍する大学院生（インターンシップ期間中に休学している者を除く。）であって、広島大学学生懲戒規則（平成28年3月7日規則第20号）により懲戒処分を受けていない者。
- (2) 6ヶ月(180日)以上1年程度のユネスコインターンシップ派遣参加者。
- (3) 2026年10月1日から2027年3月31日までにインターンシップを開始する（した）者。
- (4) 本奨学金は、他の奨学金との併給を妨げない。
- (5) 外国人留学生の場合、学位取得後、日本で就職すること。

3. 応募方法

応募者は、広島大学ユネスコインターンシップ派遣奨学金申請書（別記様式第1号）に必要事項を記載の上、成績表（GPA）と併せて下記のEメールアドレスへ提出してください。

4. 募集期間

2026年3月13日（金）から2026年6月12日（金）

5. 選考方法及び採用決定通知

選考会議の審査を経て学長が採用者を決定し、速やかに選考結果を応募者に通知する。
また、通知を受けた採用者は、ユネスコ各事業所が実施する審査を受けなければならない。
なお、ユネスコ各事業所の審査に合格した者にユネスコ奨学金を交付する。

6.奨学金交付時期

ユネスコ各事業所の審査に合格後、できるだけ早い時期

7.報告義務

採用者は、インターンシップ派遣期間終了後1ヶ月以内に、広島大学ユネスコインターンシップ派遣報告書（別記様式第2号）を作成し、国際室グローバル化推進グループ（本部棟6階）に提出しなければならない。

8.応募先及びお問合せ先

国際室国際部グローバル化推進グループ

東広島キャンパス 本部棟6階

Tel : 082-424-7313/6907

E-Mail: kokusai-suisin@office.hiroshima-u.ac.jp



UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Title: Internship – CLD/S (Data Analysis, Statistics and Reporting)

Organizational Unit: ADM/CLD/S

Location: Headquarters, Paris, France

Supervisor: Filsete Girma-Legesse, Executive Officer

DESCRIPTION OF THE TRAINEESHIP

An internship with UNESCO will give you experience of the daily working environment of the United Nations specialized agency. You will be working in the Division responsible for managing conferences, languages, and documents. The team is undertaking a process reengineering initiative to optimize its operational efficiency and performance.

The intern will assist in the collection, processing, and interpretation of data to enable informed decision-making and enhance business processes. Deliver technical expertise in the application of statistical methodologies for database analysis, as well as the development of statistical reports and visualizations. Facilitate training and capacity-building initiatives.

The intern uses strategic monitoring and analysis tools to support management's decision-making processes and drive operational efficiency. Maintaining strict confidentiality over all accessed data, processes, and information, the incumbent adheres to UNESCO's data protection policy and ensures the responsible handling of personal data by or on behalf of UNESCO.

Scope of Work

The responsibilities for this internship encompass a range of data-driven activities essential for supporting teams and organizational objectives. The individual will collect and organize data from various subsidiary tools, ensuring that all information is both accurate and complete. This involves a diligent approach to data gathering and verification.

A key aspect of the role is to clean and preprocess data in preparation for analysis. This includes identifying and resolving any inconsistencies within the datasets. The incumbent will also assist in performing statistical analyses and help create data models as needed to support business needs.

Another important responsibility is to develop visual representations of data insights. This includes creating dashboards that effectively allow management timely information to communicate key findings and make

Program 2: Details of the Application Requirements for the HU UNESCO Internship

informed decisions. The individual will also prepare reports and presentations to relay these findings clearly to stakeholders.

He/She will elaborate and train all involved to continue the update and consistent and effective use of the database to provide updated report through data integration via an API and other appropriate solutions.

In addition to technical tasks, the intern supports the team by maintaining thorough data documentation and updating process manuals. The intern will participate in team meetings, contributing to brainstorming sessions and the development of solutions for data-related challenges.

Deliverables

- Well-structured and accurate datasets to facilitate effective analysis and informed decision-making.
- Comprehensive analytical reports and summaries that highlight critical insights on KPIs and workload standards.
- Effective visual representations, including charts and dashboards, to present key findings in an accessible format.
- Detailed documentation of data processes and best practices to ensure consistency and knowledge of retention within the team.

REQUIRED QUALIFICATIONS

Education: A first-level university degree in Data Science, Statistics, Mathematics, Computer Science, or a related field.

Experience (if any):

Language skills: Excellent knowledge of English and good knowledge of French.

Competencies and skills:

Familiarity with data analytics tools such as Power BI, Excel, SQL, Python, or R.

Strong attention to detail and analytical thinking.

Effective communication and teamwork skills.

LEARNING OBJECTIVES

It is expected that assignments will provide interns with the opportunity to develop skills in a wide range of the above areas, and in the development of the Core competencies of the UNESCO Competency Framework:

- *Accountability*
- *Communication*
- *Teamwork*

Program 2: Details of the Application Requirements for the HU UNESCO Internship

- *Innovation*
- *Results focus*
- *Planning and organizing*
- *Knowledge sharing and continuous improvement*

ADDITIONAL INFORMATION

Please add background information relevant to the assignment and a [*link of relevant website*](#)



UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Title: Sponsored Trainee – Learning, Development and Performance Management

Organizational Unit: Sector for Administration and Management / Bureau for Human Resources Management / Learning, Performance and Development Unit

Location: Paris, France (Headquarters)

Supervisor (name, title): Adina Forsstrom, Head of Unit, Learning, Performance and Development

DESCRIPTION OF THE TRAINEESHIP

As UNESCO approaches its 80th anniversary, the Director-General has articulated a forward-looking vision for an organization that is more agile, results-oriented, innovative, and equipped to address complex global challenges.

In parallel, the broader UN reform agenda, including UN 80 and UN 2.0, calls for a strengthened, modernized UN system built on enhanced data capability, digital transformation, innovation, foresight, and strengthened performance cultures.

The Learning, Performance and Development Unit plays a central role in supporting this transformation by strengthening the integration between performance management, learning and career development, and by modernizing digital learning approaches.

The Sponsored Trainee will support the design, coordination and analysis of initiatives aimed at strengthening employee development and fostering a culture of performance excellence across UNESCO's global workforce. The trainee will contribute to projects that integrate policy implementation, digital learning tools, performance management processes, and innovative approaches to organizational development. This assignment offers hands-on exposure to HR strategy delivery within a multilateral environment.

Key Tasks

1. Learning and Development Support

- Assist in the coordination of corporate learning programmes and leadership development initiatives.
- Support the administration and optimization of the Learning Management System (LMS).
- Contribute to the development of digital learning resources (e.g. microlearning modules, toolkits, guidance materials).
- Conduct benchmarking research on innovative learning practices in international organizations and the public sector.
- Support internal communication initiatives promoting a culture of continuous learning.

2. Performance Management

- Provide analytical support during performance cycle milestones and support data analysis related to performance completion rates and trends.
- Assist in drafting guidance materials and communication resources for managers and staff.
- Contribute to user experience improvements for digital performance tools and processes.

3. Talent and Career Development

- Support career development and talent management initiatives.
- Contribute to the preparation of dashboards and reports on learning analytics and workforce data.

4. Innovation and Digital Enhancement

- Research emerging HR technologies and AI applications in learning and performance management.
- Contribute to the design and implementation of small-scale innovation pilots (e.g. behavioral science applications, human-centred design approaches).
- Support efforts to enhance the accessibility and inclusiveness of learning materials and platforms.

REQUIRED QUALIFICATIONS

Education: Advanced university degree (Master's degree) or first-level university degree (Bachelor's degree), or equivalent, in Human Resources, Organizational Psychology, Public Administration, Education, Business Administration, Social Sciences or a related field.

Experience (if any): No professional work experience is required. Relevant academic projects, internships, research assignments, or voluntary experience in learning, development, performance management, human resources or organizational effectiveness would be considered an asset

Language skills: Excellent knowledge of English or French; knowledge of the other language is desirable.

Competencies and skills:

- Strong analytical and conceptual thinking skills
- Interest in organizational development and people management
- Digital literacy and curiosity about learning technologies and data
- Strong drafting and communication skills
- Ability to work effectively in a multicultural environment

LEARNING OBJECTIVES

The Sponsored Trainee will gain:

- First-hand experience in international HR strategy implementation.
- Practical skills in human resources management, performance management, learning and development in a global UN organization.
- Hands-on experience in people analytics and digital learning systems.
- Experience supporting policy implementation in a multilateral context.
- Exposure to multicultural workforce management.
- Mentoring and structured developmental feedback.

ADDITIONAL INFORMATION

Through this initiative, sponsoring governments support both UNESCO's operational excellence and the development of the next generation of international public servants equipped with skills in digital transformation, emerging learning and development practices, and fostering a performance culture.



UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Title: Sponsored trainee on Technical and Vocational Education and Training

Organizational Unit: Education Sector; Division for Policies and Lifelong Learning Systems; Youth, Literacy and Skills Development Section (ED/PLS/YLS)

Location: Paris, France

Supervisor (name, title): Hervé Huot-Marchand, Chief of section, YLS

DESCRIPTION OF THE TRAINEESHIP

In line with the Youth, Literacy, and Skills Development (YLS) Section's workplan for 2026 and follow-up activities in 2027, the sponsored trainee will contribute to a range of activities relevant to the implementation of the 2022-2029 UNESCO Strategy for Technical and Vocational Education and Training (TVET), including the Better Education for Africa's Rise (BEAR III) project.

Under the authority of the Director of the Division for Policies and Lifelong Learning Systems and the direct supervision of the Chief of Section of Youth, Literacy and Skills Development, the Trainee will undertake the following tasks:

- Provide support to Technical and Vocational Education and Training (TVET) projects and activities implemented, including to the BEAR III project;
- Assist with literature reviews, drafting, editing and translation of documents in areas of expertise and as requested by the programme team and the Chief of Section;
- Assist with the production of communication materials (leaflet, infographics etc) to disseminate the findings of key TVET publications, reports, projects, initiatives;
- Assist with the collection of data for the monitoring and evaluation of the BEAR III project;
- Assist with the collection of data for the next edition of the Global Inventory of National and Regional Qualifications Frameworks (NQFs/RQFs) and help drafting the content chapters;
- Contribute to the preparation of reporting documents, briefs, presentations, minutes of meetings, draft emails related to programme implementation;
- Actively assist in the preparation of international and regional events organized or supported by YLS Section;
- Assist in any other technical support tasks as requested by the Chief ED/PLS/YLS.

REQUIRED QUALIFICATIONS

Education: Advanced university degree (master's or equivalent) in Education, social sciences, international relations, or other relevant fields.

Subjects: Education, social sciences, international relations, or other relevant fields.

Language skills: Excellent knowledge of English (spoken and written), good knowledge of French would be an asset.

Competencies and skills: Accountability, Communication, Innovation, Knowledge sharing and continuous improvement, Planning and organizing, Results focus, Teamwork, Professionalism.

LEARNING OBJECTIVES

Through this traineeship programme, the incumbent will gain hands-on professional experience and strengthen their competencies in the areas of technical and vocational education and training (TVET), within a multilateral and multicultural working environment. Specifically, the trainee will:

- Develop a solid understanding of UNESCO's mandate, strategies and normative instruments in TVET, including the implementation of regional and country-level programmes in Africa.
- Enhance analytical and research skills through participation in literature reviews, data collection, and the preparation of analytical and policy-oriented products aligned with UNESCO's TVET Strategy (2022-2029).
- Strengthen technical writing, editing and communication skills by contributing to the drafting, translation and dissemination of reports, briefs, advocacy materials and digital content.
- Build practical experience in programme implementation and project management, monitoring and reporting, including support to large project such as the BEAR III.
- Acquire exposure to partnership development, coordination and advocacy processes, including support to international and regional events and campaigns.

Develop organizational, teamwork and professional skills through active engagement in the day-to-day work of the Youth, Literacy and Skills Development Section and interaction with internal and external stakeholders.

ADDITIONAL INFORMATION

Link to the page of the skills for work: <https://www.unesco.org/en/skills-work-life>

Link to the BEAR III project webpage: <https://www.unesco.org/en/skills-work-life/bear-project>



UNESCO Sponsored Traineeship Programme

TERMS OF REFERENCE

GENERAL INFORMATION

Duration:	12 months
Location:	UNESCO Paris Headquarters
Organizational Unit:	Natural Sciences Sector – Section for Small Islands Developing States (SIDS)
Supervisor (name, title):	Mrs Zulmira Rodrigues, Chief of the SIDS Section

BACKGROUND

UNESCO is a specialized agency of the United Nations contributing to peace, sustainable development and international cooperation through education, science, culture and communication. In 2008, UNESCO proclaimed SIDS as one of its two Priority Groups, along with Youth and adopted an intersectoral approach to supporting SIDS in building resilience to several growing challenges. In recognition of the critical importance of supporting SIDS, UNESCO established the SIDS Section in 2021. The Section coordinates the organization-wide contribution to addressing the specific vulnerabilities and development priorities of SIDS, in line with the [2023–2029 Operational Strategy for SIDS](#), the Antigua and Barbuda Agenda for SIDS (ABAS), and relevant global frameworks.

Drawing on over two decades of experience of UNESCO’s Sandwatch programme — which empowered children and youth in SIDS to monitor and care for beach environments — in 2024 UNESCO launched IslandWatch, a follow-up initiative led by the SIDS Section, that engages stakeholders across the entire islands in climate and environmental observation, linking education, science, and action. IslandWatch connects schools, universities, research institutions, and local communities through citizen science, digital tools, and science-policy dialogue to provide scientific based evidence to support regulatory and corrective action for environmental protection and preservation. IslandWatch pilots were launched in Seychelles and Mauritius in October 2024, and new pilots are being planned for the Caribbean and the Pacific Region.

DUTIES AND RESPONSIBILITIES

Under the overall authority of the Assistant Director-General for Natural Sciences, the direct supervision of the Chief of the SIDS Section, and the guidance of the relevant Programme Specialist(s), the Trainee will contribute to the Section’s activities related to the UNESCO Islandwatch Programme launch in the Caribbean and the Pacific. He/She will provide support to the coordination and implementation of IslandWatch in selected countries, working closely with the IslandWatch coordination team, across UNESCO’s programme sectors, at Headquarters

Program 2: Details of the Application Requirements for the HU UNESCO Internship

and in the Field Offices.

In particular, the Trainee will be responsible for the following tasks:

- Support the planning, coordination, monitoring, and reporting of activities related to the implementation of the IslandWatch Programme. This includes: activities related to partnerships and resource mobilization, that require engagement with national and external stakeholders, such as government entities, local communities, NGOs, academia and private sector.
- Support in organising, follow-up and reporting on relevant internal and external meetings/events.
- Contribute to the drafting and preparation of briefings, concept notes, project proposals, reports, and presentations, including by undertaking background research, and reviewing existing literature and relevant national policies.
- Contribute to the drafting and editing of information, communication and outreach materials related to IslandWatch and aimed at strengthening the visibility of UNESCO's initiatives for SIDS. This includes contributing to the production of outreach materials and website articles.
- Undertake any additional activities and tasks requested by the Chief of the SIDS Section, to support the Section in the design, development, and implementation of the Islandwatch Programme and related activities for SIDS.

REQUIRED AND DESIRABLE QUALIFICATIONS

REQUIRED

Education: Advanced University Degree (Master's degree or equivalent)

in natural sciences, social and human sciences, international relations, communication or other

UNESCO-related fields of competence

Language skills: Excellent knowledge of English

Competencies and skills:

- Good organizational, planning and time management skills, including the ability to organize own work priorities and deadlines.
- Strong analytical and writing skills to produce a variety of written materials.
- Excellent interpersonal and communication skills.
- Good IT skills.

DESIRABLE

Language skills: Additional knowledge of Spanish is desirable .

Work experience in research, including academic research, will be an asset, especially on topics related to ecosystems management, climate change resilience, adaptation and SIDS.

LEARNING OBJECTIVES

The Trainee will acquire experience in programme planning and articulation, coordination, and monitoring within an

Program 2: Details of the Application Requirements for the HU UNESCO Internship

intergovernmental and multicultural context. By working at the SIDS Section, the Trainee will learn about UNESCO's actions within all its thematic sectors and programmes (Education, Natural Sciences, Social and Human Sciences, Culture, Communication and Information), with a focus on its support to SIDS. The role will involve developing skills in drafting and research on specialized matters and gain experience in project planning, establishing partnerships, carrying out resource mobilization and communication actions, while liaising with a wide range of governmental and non-governmental actors.



UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Title: Trainee in Intangible Cultural Heritage

Organizational Unit: Culture Unit

Location: Cairo, Egypt

Supervisor (name, title): Ruoxi Wang

DESCRIPTION OF THE TRAINEESHIP

Describe the main duties and tasks

- **Support capacity-building on intangible cultural heritage (ICH) safeguarding.**
Assist in the preparation and delivery of capacity-building activities for local communities, practitioners, youth groups, and relevant authorities involved in safeguarding intangible cultural heritage in Egypt. Support the development of training materials aligned with the 2003 Convention for the Safeguarding of the Intangible Cultural Heritage, with a focus on documentation, inventory-making, and community participation. Contribute to the collection of feedback and lessons learned to inform future capacity-building initiatives.
- **Provide media support, communication, and publicisation for ICH initiatives.**
Support the production of communication materials, including web articles, social media content, and visual designs, to raise public awareness of intangible cultural heritage in Egypt. Assist in documenting ICH-related events, workshops, and field activities through photos, short videos, and written summaries. Ensure that all communication outputs align with UNESCO's communication standards and highlight the role of living heritage in sustainable development and social cohesion.
- **Assist in the design and implementation of pilot ICH projects.**
Contribute to the development of small-scale pilot projects that explore innovative approaches to safeguarding intangible cultural heritage at the community level. Support the drafting of concept notes,

Program 2: Details of the Application Requirements for the HU UNESCO Internship

including objectives, activities, expected results, and beneficiary identification. Assist in monitoring pilot activities and documenting results to support learning and potential project scaling.

- ***Contribute to resource mobilisation and partnership development for ICH.***

Support research and mapping of potential funding opportunities and partners relevant to intangible cultural heritage in Egypt. Assist in the preparation of background notes and contributions to project proposals aligned with UNESCO priorities and national cultural policies. Contribute to coordination with institutional partners, civil society organisations, and cultural stakeholders to strengthen collaboration in the ICH field.

REQUIRED QUALIFICATIONS

Education: at least a master's degree in the field of intangible cultural heritage, cultural studies, creative industry or any related fields.

Experience (if any): at least 1-year professional experience in the field of intangible cultural heritage management.

Language skills: English (professionally proficient); Arabic (preferable)

Competencies and skills:

- **Communication**

Ability to express ideas clearly and effectively in written and oral form, adapting messages to diverse audiences and cultural contexts. Demonstrates strong drafting skills for reports, briefs, and communication materials related to intangible cultural heritage. Listens actively and contributes constructively to discussions with colleagues and partners.

- **Teamwork**

Ability to work collaboratively in a multicultural and multidisciplinary team environment. Shows respect for diversity of opinions, cultural practices, and institutional roles. Contributes positively to collective outputs and supports colleagues in achieving shared objectives.

- **Professionalism**

Demonstrates integrity, reliability, and commitment to UNESCO's mandate and values. Shows accountability for assigned tasks and delivers outputs within agreed timelines. Applies ethical standards, particularly when working with communities and living heritage practitioners.

- **Planning and Organizing**

Ability to manage time effectively, prioritize tasks, and support the organization of activities such as workshops, meetings, and pilot initiatives. Demonstrates attention to detail when handling documentation, training materials, and project inputs. Shows capacity to work independently under supervision.

- **Intercultural Sensitivity and Respect for Diversity**

Demonstrates openness, cultural awareness, and respect when engaging with diverse communities, including local heritage bearers, youth, and institutional partners. Shows sensitivity to ethical

Program 2: Details of the Application Requirements for the HU UNESCO Internship

considerations in safeguarding intangible cultural heritage. Applies inclusive and participatory approaches in line with UNESCO principles.

LEARNING OBJECTIVES

Describe the learning objectives of the traineeship

- **Develop technical understanding of intangible cultural heritage safeguarding frameworks.**

The trainee will gain practical knowledge of UNESCO's normative instruments, particularly the 2003 Convention for the Safeguarding of the Intangible Cultural Heritage, and their application in national and community-based contexts. Through hands-on tasks, the trainee will learn how safeguarding principles translate into capacity-building, project design, and policy-oriented work. This objective strengthens the trainee's ability to apply international cultural frameworks in real-world settings.

- **Build intercultural and multicultural communication skills.**

The traineeship will enhance the trainee's ability to work effectively in a multicultural environment, engaging with diverse communities, practitioners, and institutional partners. The trainee will develop sensitivity to cultural diversity, community perspectives, and ethical considerations when working with living heritage. This objective fosters respectful dialogue, inclusive engagement, and cross-cultural collaboration skills essential to UNESCO's mandate.

- **Strengthen project design, implementation, and analytical skills.**

The trainee will learn how to support the design, implementation, and monitoring of pilot projects related to intangible cultural heritage. This includes developing concept notes, defining results frameworks, identifying beneficiaries, and documenting outcomes. The objective equips the trainee with foundational project management and analytical skills applicable across the UN system.

- **Gain exposure to resource mobilisation and partnership-building processes.**

The traineeship will introduce the trainee to resource mobilisation strategies, including donor research, proposal support, and partnership mapping. The trainee will learn how cultural heritage projects are aligned with donor priorities, national policies, and UNESCO strategic objectives. This objective builds foundational skills in fundraising, coordination, and multi-stakeholder collaboration within an international organisation.

ADDITIONAL INFORMATION

Please add background information relevant to the assignment and a [link of relevant website](#)



UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Title: Trainee in Inclusion for Sustainable Development.

Duration: 6-12 months

Organizational Unit: Social and Human Sciences Sector (SHS)

Location: UNESCO Regional Office in Santiago, Chile

Supervisor (name, title): Sofia QUESADA MONTANO, Programme Specialist

DESCRIPTION OF THE TRAINEESHIP

The Social and Human Sciences Sector at UNESCO Santiago promotes inclusive, participatory, and ethical public policies that contribute to sustainable development, social transformation, and the protection of human rights in Latin America and the Caribbean. Our work prioritizes the inclusion of youth, persons with disabilities, and women and girls, as well as the ethical design and use of emerging technologies such as Artificial Intelligence (AI) and neurotechnologies. We also promote intercultural dialogue and sport as a tool for development and social inclusion.

We work closely with public institutions, civil society, and academia to support policy dialogue, technical cooperation, capacity-building, and the generation of evidence-based knowledge.

Within this context, the traineeship will contribute to the following duties and tasks:

- Research and systematization of international frameworks, regional experiences, and public policies related to inclusion, youth, gender equality, ethics of AI and neurotechnologies, and sport for development.
- Support the preparation of knowledge products, including briefs, reports, blog articles, presentations, and communication pieces that highlight trends and challenges in inclusive policy-making and strategies in Chile and the LAC region.
- Assist in the organization of events such as technical workshops and capacity-building spaces, participatory consultations, multi-stakeholder dialogues, and side events at regional forums.
- Contribute to the mapping and analysis of stakeholders, initiatives, and cooperation opportunities relevant to UNESCO's mandate in the SHS sector.
- Support the design and implementation of methodologies and tools for participatory planning and stakeholder engagement, particularly in the fields of intercultural dialogue, gender, youth, sports for inclusion and development, and AI and digital transformation.

REQUIRED QUALIFICATIONS

Education: University degree (or currently enrolled in final semesters) in Social Sciences, Public Policy, International Relations, Development Studies, or related fields.

Experience (if any): Areas related to bioethics, inclusion, youth empowerment, technology and society, or sport for development is considered an asset.

Language skills: Excellent knowledge of Spanish and good knowledge of English.

Competencies and skills:

- Good organizational and project design skills
- Ability to analyze, synthesize, compare, and systematize documentary material of different types (public policy documents, academic articles, research reports, etc.)
- Excellent oral and written communication skills, including the ability to draft and produce a variety of written material in a clear and concise manner.
- Ability to work effectively in a team and to maintain good working relations within a multi-cultural environment.
- Excellent knowledge of MS Office Suite (Word, Excel, PowerPoint, etc.).

LEARNING OBJECTIVES

- Acquire applied knowledge on inclusive policy design, youth engagement, and ethical governance of AI.
- Deepen understanding of how sport and technology can foster social inclusion and gender equality.
- Strengthen analytical skills through research and policy monitoring activities.
- Gain experience in the functioning of a UNESCO Regional Office, including collaboration with other UN agencies and regional actors.
- Develop professional competencies in project support, stakeholder engagement, and communication for development.

ADDITIONAL INFORMATION

For more information about the work of UNESCO in SHS, please visit:

 <https://www.unesco.org/en/social-human-sciences>

 <https://www.unesco.org/en/fieldoffice/santiago>



プログラム詳細 ③

SEAMEO CECCEP



広島大学

1.概要

Southeast Asian Ministers of Education Organization (SEAMEO・東南アジア教育大臣機構) は、東南アジア11か国の教育大臣が加盟する政府間機構で、教育・科学・文化分野における地域協力を推進しています。同機構の地域センターである SEAMEO CECCEP (Regional Centre for Early Childhood Care Education and Parenting) は、2017年7月に設立され、早期児童期ケア・教育 (ECCE) および親子支援に特化した調査研究、能力開発、政策提言、実践支援を行う国際機関です。

本センターは、「子どもと家庭の幸福を通じて、質の高い教育をすべての子どもに」というビジョンのもと、地域各国政府や国際機関、大学等と連携しながら、ECCE分野の質向上や制度整備に取り組んでいます。今回のインターンシップでは、国際的な教育政策や実践に携わる貴重な経験を通じて、地域・グローバル視点での教育課題に挑戦できます。

※公式サイトはこちら：[SEAMEO CECCEP](https://seameo-ecce.org/)

2.対象学生

教育分野に関心を持つ学部生・大学院生（専攻不問）

※日常業務を遂行できる程度の英語力が必要。

3.派遣人数

若干名

4.業務内容

教育関連の政策立案に向けた調査・研究 PJ の補助業務、イベント実施時の企画・開催の支援など。

※担当部署は専門性や希望を踏まえて調整します。

5.派遣期間

2026 年 8 月以降に開始し、派遣期間は 1 か月以上（先方との調整で、最長 4 か月ほど）

原則として、2027 年 3 月末までにインターンシップを終了する必要があります。

6.派遣場所

インドネシア・バンドン

Jl Jayagiri No.63 Lembang, Bandung Barat

7.経済支援

国際機関側：現地宿舍手配に関する支援あり。

大学側：渡航費の全額補助および現地での生活費補助。

8.応募締切

2026 年 5 月 29 日（金）17 時（日本時間）

9.応募資格

- (1) 海外での業務に強い意欲があり、心身ともに健康であること。
- (2) 申請時およびインターンシップ期間を通じて、広島大学の正規課程に在籍していること。
- (3) 与えられた業務を円滑に遂行する能力を有していること。
- (4) 派遣先地域の査証（ビザ）を取得できること。

10.応募方法

下記の提出書類をグローバル化推進グループへメールで提出してください。

kokusai-suisin@office.hiroshima-u.ac.jp

件名は、「グローバルインターンシップ応募（SEAMEO CECCEP）」としてください。

11.提出書類

- (1) インターンシップ申請書および志望理由書（様式 1）
- (2) 英語能力試験（保持する場合）証明書の写し
- (3) 指導教員の承諾書（様式 2）（英語または日本語）
- (4) 成績表（英語版）
- (5) 履歴書（自由形式：英語）

12.選考方法

IDEC 国際連携機構の教員による、書類選考と面接審査を実施します。

13.スケジュール

2026 年 7 月上旬；派遣者決定

海外渡航に関する講義受講（必ず受講すること）、渡航準備開始（査証申請準備、航空券手配、
予防接種、海外旅行保険加入、査証申請等）

2026 年 8 月以降；インターンシップ開始

派遣終了後；インターンシップ成果報告書等の提出、報告会等での発表等

なお、応募状況、派遣状況を踏まえ、追加募集を実施する可能性もあります。



プログラム詳細 ④

SEAMEO CED



広島大学

1.概要

Southeast Asian Ministers of Education Organization (SEAMEO・東南アジア教育大臣機構) は、東南アジア11か国の教育大臣が加盟する政府間機構で、教育・科学・文化分野における地域協力を推進しています。同機構の地域センターである SEAMEO CED (Regional Centre for Community Education Development) は、ラオス人民民主共和国・ビエンチャンに所在し、コミュニティ教育および成人・ノンフォーマル教育の発展を目的とした調査研究、研修、能力開発、政策支援を行う国際機関です。

本センターは、「教育を通じた持続可能で包摂的なコミュニティの発展」を理念に、地域各国政府、教育機関、国際機関等と連携しながら、地域社会に根ざした学習機会の拡充、社会的包摂、貧困削減に資する教育施策の推進に取り組んでいます。

今回のインターンシップでは、地域社会と密接に結びついた教育開発の現場に携わりながら、東南アジア地域における教育と社会開発の課題を、実践的かつ国際的な視点で学ぶ貴重な経験を得ることができます。

※公式サイトはこちら：<https://moes.edu.la/> (ラオス語のみ)

https://www.seameo.org/Main_centres/117

2.対象学生

教育分野に関心を持つ学部生・大学院生（専攻不問）

※日常業務を遂行できる程度の英語力が必要。

3.派遣人数

若干名

4.業務内容

教育関連の政策立案に向けた調査・研究 PJ の補助業務、イベント実施時の企画・開催の支援など。

※担当部署は専門性や希望を踏まえて調整します。

5.派遣期間

2026 年 8 月以降に開始し、派遣期間は 1 か月以上（先方との調整で、最長 4 か月ほど）

原則として、2027 年 3 月末までにインターンシップを終了する必要があります。

6.派遣場所

ラオス・ビエンチャン

Vientiane Capital, Lao PDR

7.経済支援

国際機関側：現地宿舍手配に関する支援あり。

大学側：渡航費の全額補助および現地での生活費補助。

8.応募締切

2026 年 5 月 29 日（金）17 時（日本時間）

9.応募資格

- (1) 海外での業務に強い意欲があり、心身ともに健康であること。
- (2) 申請時およびインターンシップ期間を通じて、広島大学の正規課程に在籍していること。
- (3) 与えられた業務を円滑に遂行する能力を有していること。
- (4) 派遣先地域の査証（ビザ）を取得できること。

10.応募方法

下記の提出書類をグローバル化推進グループへメールで提出してください。

kokusai-suisin@office.hiroshima-u.ac.jp

件名は、「グローバルインターンシップ応募（SEAMEO CED）」としてください。

11.提出書類

- (1) インターンシップ申請書および志望理由書（様式 1）
- (2) 英語能力試験（保持する場合）証明書の写し
- (3) 指導教員の承諾書（様式 2）（英語または日本語）
- (4) 成績表（英語版）
- (5) 履歴書（自由形式：英語）

12.選考方法

IDEC 国際連携機構の教員による、書類選考と面接審査を実施します。

13.スケジュール

2026 年 7 月上旬；派遣者決定

海外渡航に関する講義受講（必ず受講すること）、渡航準備開始（査証申請準備、航空券手配、
予防接種、海外旅行保険加入、査証申請等）

2026 年 8 月以降；インターンシップ開始

派遣終了後；インターンシップ成果報告書等の提出、報告会等での発表等

なお、応募状況、派遣状況を踏まえ、追加募集を実施する可能性もあります。



プログラム詳細 ⑤

CMAC



広島大学

1.概要

Cambodian Mine Action Centre (CMAC・カンボジア地雷対策センター) は、カンボジア政府の主導する国内最大の地雷・不発弾対策機関で、地雷対策分野における、調査・探査、地雷・不発弾 (UXO) の除去、リスク回避教育、研修実施、研究開発などを包括的に担っています。CMACは1992年、UNTAC (国連カンボジア暫定統治機構) のもとで設立され、その後カンボジアの公的機関として活動を拡充し、「命を守り、開発を支える」を掲げて全国で地雷対策を推進しています (本部：プノンペン)。

日本との連携面では、JICA (国際協力機構) による1998年以降の継続的支援のもと、機材導入や組織機能強化、国際協力・新技術活用・広報等の分野で協働が進み、CMACの能力強化と第三国への知見共有にもつながっています。

今回のインターンシップでは、人道的地雷除去と地域開発の接点に立ちながら、現場実務と政策・国際協力の両面を体験し、安全な土地の回復と生計向上に資する実践知を地域・グローバル視点で学ぶ貴重な機会となります。

※公式サイト：<https://cmac.gov.kh/>

※参考サイト：https://www.jica.go.jp/english/information/topics/2024/p20241001_01.html

2.対象学生

国際協力や平和活動に関心を持つ学部生・大学院生 (専攻不問)

※日常業務を遂行できる程度の英語力が必要。

3.派遣人数

若干名

4.業務内容

JICA が実施するプロジェクトである「カンボジア地雷対策センター組織強化プロジェクトフェーズ 2」に派遣され、プロジェクト活動の実施補助、地雷除去、不発弾対策の政策立案に向けた調査・研究 PJ の補助業務、イベント実施時の企画・開催の支援などを行う。

5.派遣期間

2026 年 8 月以降に開始し、派遣期間は 1 か月以上 (先方との調整で、最長 2 か月ほど)

原則として、2027 年 3 月末までにインターンシップを終了する必要があります。

6.派遣場所

カンボジア・プノンペン

カンボジア地雷対策センター (CMAC) : <https://maps.app.goo.gl/swjx3EBgVNrRshKA8>

CMAC Building, Kork Chombak Village, Chaomchao Commune, Dongkor District, Duong Ngeap Street, Phnom Penh 12202, Cambodia

7.経済支援

JICA プロジェクト側：現地宿舎手配に関する支援あり。

大学側：渡航費の全額補助および現地での生活費補助。

8.応募締切

2026 年 5 月 29 日（金）17 時（日本時間）

9.応募資格

- (1) 海外での業務に強い意欲があり、心身ともに健康であること。
- (2) 申請時およびインターンシップ期間を通じて、広島大学の正規課程に在籍していること。
- (3) 与えられた業務を円滑に遂行する能力を有していること。
- (4) 派遣先地域の査証（ビザ）を取得できること。

10.応募方法

下記の提出書類をグローバル化推進グループメールで提出してください。

kokusai-suisin@office.hiroshima-u.ac.jp

件名は、「グローバルインターンシップ応募（CMAC）」としてください。

11.提出書類

- (1) インターンシップ申請書および志望理由書（様式 1）
- (2) 英語能力試験（保持する場合）証明書の写し
- (3) 指導教員の承諾書（様式 2）（英語または日本語）
- (4) 成績表（英語版）
- (5) 履歴書（自由形式：英語）

12.選考方法

IDEC 国際連携機構の教員による、書類選考と面接審査を実施します。

13.スケジュール

2026 年 7 月上旬；派遣者決定

海外渡航に関する講義受講（必ず受講すること）、渡航準備開始（査証申請準備、航空券手配、
予防接種、海外旅行保険加入、査証申請等）

2026 年 8 月以降；インターンシップ開始

派遣終了後；インターンシップ成果報告書等の提出、報告会等での発表等

なお、応募状況、派遣状況を踏まえ、追加募集を実施する可能性もあります。

プログラム詳細 ⑥

ADB CRM



広島大学

1.概要

Asian Development Bank（ADB・アジア開発銀行）は、1966年に設立されたアジア太平洋地域を対象とする多国間開発銀行で、貧困削減と包摂的かつ持続可能な経済成長の促進を目的に、融資、技術協力、政策助言を行っています。本部はフィリピン・マニラ首都圏に所在し、域内外69の国・地域が加盟しています。ADBは各国に現地事務所（Resident Mission）を設置しており、カンボジア国事務所（ADB Cambodia Resident Mission）は、カンボジア政府や開発パートナーと連携しながら、インフラ整備、教育・保健、農業・地方開発、気候変動対策、ガバナンス強化などの分野で、国別開発支援を担っています（所在：プノンペン）。

本インターンシップでは、ADBカンボジア国事務所において、国別プロジェクトの形成・実施支援や調査・分析等の実務に携わり、開発金融機関による現地主導の協力の進め方を、地域・グローバル双方の視点から学ぶ貴重な機会となります。

※公式サイトはこちら：<https://www.adb.org/>

2.対象学生

ADB CRM の業務のうち、特に、公共政策、労働経済、移民経済などに関心と専門性を有する修士、または、博士課程の大学院生。特定の関心あるテーマを持ち、ADB でその調査・研究に主体的に取り組む意欲ある方が望ましい。

※英語による研究や論文作成が可能なレベルの英語力が必要。

3.派遣人数

若干名

4.業務内容

国別プロジェクトの形成・実施に関する調査・分析、資料作成、報告書・論文執筆、およびイベント企画・運営の補助業務。

具体的なテーマとして、例えば、国境紛争に伴う移民労働者の動向や、レジリエントなサプライチェーン構築に向けた FDI（Foreign Direct Investment、外国直接投資）の役割に関する分析などが想定されますが、応募者の専門性を考慮して決定されます。

5.派遣期間

2026 年 8 月以降に開始し、派遣期間は 1 か月以上（先方との調整で、最長 4 か月ほど）

原則として、2027 年 3 月末までにインターンシップを終了する必要があります。

6.派遣場所

カンボジア・プノンペン

Vattanac Capital, 66 Preah Monivong Blvd (93), Phnom Penh, Cambodia

7.経済支援

国際機関側：業務内容に応じた相当額の謝金を支給。

大学側：渡航費の全額補助。

8.応募締切

2026 年 5 月 29 日（金）17 時（日本時間）

9.応募資格

- (1) 海外での業務に強い意欲があり、心身ともに健康であること。
- (2) 申請時およびインターンシップ期間を通じて、広島大学の正規課程に在籍していること。
- (3) 与えられた業務を円滑に遂行する能力を有していること。
- (4) 派遣先地域の査証（ビザ）を取得できること。

10.応募方法

下記の提出書類をグローバル化推進グループへメールで提出してください。

kokusai-suisin@office.hiroshima-u.ac.jp

件名は、「グローバルインターンシップ応募（ADB CRM）」としてください。

11.提出書類

- (1) インターンシップ申請書および志望理由書（様式 1）
- (2) 英語能力試験（保持する場合）証明書の写し
- (3) 指導教員の承諾書（様式 2）（英語または日本語）
- (4) 成績表（英語版）
- (5) 履歴書（自由形式：英語）

12.選考方法

IDEC 国際連携機構の教員による、書類選考、面接審査、及び、ADB CRM による面接審査を実施します。

13.スケジュール

2026 年 7 月上旬；派遣者決定

海外渡航に関する講義受講（必ず受講すること）、渡航準備開始（査証申請準備、航空券手配、予防接種、海外旅行保険加入、査証申請等）

2026 年 8 月以降；インターンシップ開始

派遣終了後；インターンシップ成果報告書等の提出、報告会等での発表等

なお、応募状況、派遣状況を踏まえ、追加募集を実施する可能性もあります。

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**Global Internship (G.echo) Program
(International and Governmental
Organizations Edition)**

Application Guidelines



広島大学

What is the Global Internship (G.ecbo) Program?...

Hiroshima University Global Internship Program is designed to cultivate individuals who can play an active role in the international community by providing opportunities for work experience and daily life in overseas settings such as international organizations, government agencies, and private companies.

Through this program, we aim to help our students acquire practical foreign language skills and develop a global mindset through work experiences in different cultural environments, thereby supporting their future career development.

【Program Offerings】

Program	Host Organization	Number of Positions	Details	Application Deadline
MEXT – UNESCO	Paris Headquarters, etc.	2	See Program Details ① Pages 6-10	Friday, April 24, 2026 5:00 p.m. (JST)
Hiroshima Univ. – UNESCO	Paris Headquarters, Egypt, Chile	6	See Program Details ② Pages 11-32	Friday, May 29, 2026 5:00 p.m. (JST)
SEAMEO CEECEP	Indonesia	A few	See Program Details ③ Pages 33-36	
SEAMEO CED	Laos	A few	See Program Details ④ Pages 37-40	
CMAC	Cambodia	A few	See Program Details ⑤ Pages 41-44	
ADB CRM	Cambodia	A few	See Program Details ⑥ Pages 45-48	

Note: Additional recruitment may be conducted depending on the application status and placement situation.

※MEXT: Ministry of Education, Culture, Sports, Science and Technology

※UNESCO : United Nations Educational, Scientific and Cultural Organization

※UNESCO : United Nations Educational, Scientific and Cultural Organization

※SEAMEO CEECEP : Southeast Asian Ministers of Education Organization Regional Centre for Early Childhood Care Education and Parenting

※SEAMEO CED : Southeast Asian Ministers of Education Organization Regional Centre for Community Education Development

※CMAC : Cambodia Mine Action Centre

※ADB CRM : Asian Development Bank Cambodia Resident Mission

[Important Notes]

1. During the internship period, students are fully responsible for managing their own safety and conduct. In addition, enrollment in the university-designated Overseas Travel Insurance, Personal Accident Insurance for Students Pursuing Education and Research, and the Liability Insurance Coupled with the Gakkensai is mandatory. Please carefully read the “Hiroshima University Overseas Travel Risk Management Manual (Student Edition)” available on Momiji. Before departure, all students must attend the mandatory lecture on overseas travel risk management.

Momiji URL <https://momiji.hiroshima-u.ac.jp/momiji-top/learning/risk-kanri.html>

2. Students selected for dispatch are required to arrange and purchase the following items individually and bear the full costs:

- (1) Premiums for the university-designated overseas travel insurance (approximately 60,000 yen for six months)
- (2) Fees for obtaining a passport
- (3) Fees for obtaining any visas required for the placement
- (4) Costs for vaccinations, if necessary
- (5) Any other expenses required for the internship placement

3. Regarding Student Registration Status During the Dispatch Period

If you are selected for this program, please consult with the student support office of your faculty or graduate school in advance and follow their instructions regarding any necessary changes to your student registration status.

4. Regarding Safety Management for Overseas Dispatch

- (1) To enhance safety awareness during the overseas placement, you must attend the pre-departure orientation organized by the university. In addition, please make use of resources such as the “Ministry of Foreign Affairs Overseas Safety Website” to gather information about your destination not only before departure but also throughout your stay.

【Ministry of Foreign Affairs Overseas Safety Website】

<https://www.anzen.mofa.go.jp/>

<https://www.anzen.mofa.go.jp/study/>

- (7) To obtain safety information about your destination, you must register with the Ministry of Foreign Affairs’ Travel Registration Service “Tabi-Regi” before departure. In addition, under the Passport Act, Japanese nationals who will stay outside Japan for more than three months are required to submit a “Residence Registration (Zairyu Todoke)” to the nearest Japanese diplomatic mission. Please complete this procedure promptly after arrival. The information registered in “Tabi-Regi” and the “Residence Registration” will be used for confirming your safety in the event of an emergency at your destination.

【Ministry of Foreign Affairs Travel Registration Services (Tabi-Regi, ORRnet Electronic Residence Registration System)】

<https://www.ezairyu.mofa.go.jp/index.html>

- (8) To ensure your safety during your stay abroad, students dispatched through this program are required to maintain regular contact with their tutor or academic advisor, the student support office of their faculty or graduate school, and the Global Initiatives Group.
- (9) Due to circumstances such as natural disasters or international conditions, internship dispatch may be postponed, cancelled, or have its duration altered. Even during the dispatch period, students may be instructed to return to Japan for these reasons. In all such cases, students are, in principle, responsible for any cancellation fees for already-booked flights and other travel arrangements, as well as any actual expenses related to returning to Japan (including those individually arranged and purchased for travel). The university makes decisions regarding student overseas dispatch based on the "Overseas Safety Information" issued on the Ministry of Foreign Affairs Overseas Safety Website.
- (10) Prior to departure, we will confirm that you do not plan to engage in any activities during the dispatch period that may fall under "provision of technology" or "export of goods" of concern under security export (trade) control based on the Foreign Exchange and Foreign Trade Act (FEFTA).
- 【Security Export Control (Hiroshima University Official Website)】
<https://www.hiroshima-u.ac.jp/iagcc/risk/stc>
- (11) In addition, safety management related to overseas dispatch must follow the guidelines outlined in Hiroshima University's Overseas Travel Risk Management Manual (Student Edition), the Ministry of Foreign Affairs' Overseas Safety Handbook, and other relevant references.
- 【Overseas Travel Risk Management Manual (Student Edition)】
<https://momiji.hiroshima-u.ac.jp/momiji-top/learning/risk-kanri.html>
- 【Overseas Safety Handbook (Published by the Ministry of Foreign Affairs)】
<https://www.anzen.mofa.go.jp/pamph/pdf/toranomaki.pdf>

5. Regarding Withdrawal and Related Procedures

- (1) If you must withdraw for unavoidable reasons, you must promptly notify the Global Initiatives Group. As a general rule, any actual costs incurred for canceling arrangements already completed at the time your withdrawal is approved—such as airline tickets (including those arranged or purchased individually for travel)—will be borne by the student.
- (2) If, after the recommendation procedures for dispatch have begun, you no longer meet any of the "Eligibility Requirements," Hiroshima University will cancel both the recommendation to the host organization and the permission for dispatch. In such cases, this will be regarded as a withdrawal, and the procedures outlined in (1) will apply.
- (3) The final decision regarding acceptance for dispatch is made by the host organization. Therefore, even after Hiroshima University has submitted the recommendation, it is possible that the dispatch may be denied. Until you receive formal acceptance from the host organization, do not purchase airline tickets or proceed with enrollment in overseas travel insurance.
- (4) Regarding procedures necessary for travel—such as passport issuance, visa applications,

flight arrangements, and enrollment in overseas travel insurance—please proceed responsibly and in a timely manner, taking into consideration the conditions stated in (1) through (3). You must also respond promptly to any inquiries from Hiroshima University or the host organization. If you are unable to obtain a passport or visa and thus cannot travel, the host organization may revoke its acceptance. In such cases, Hiroshima University assumes no responsibility, and this will be regarded as a withdrawal, with the procedures in (1) applying.

(5) If you withdraw after receiving approval to participate in the internship due to personal circumstances, you will be responsible for any non-refundable expenses (such as accommodation fees).

(6) If you must return to Japan earlier than planned due to natural disasters, accidents, health emergencies, or other unavoidable circumstances, you must promptly consult with and obtain approval from both the host organization and Hiroshima University.

【Others】

(1) After the completion of the dispatch, please confirm with your faculty or graduate school whether there will be any issues with returning to Hiroshima University and continuing your studies, particularly with regard to meeting graduation or completion requirements.

(2) Within one month after the completion of the dispatch, students are required to prepare an Internship Achievement Report and submit it to the Global Initiatives Group. In addition, students must fully cooperate in giving presentations at internship debriefing sessions held on or off campus, responding to surveys and questionnaires related to the program evaluation, supporting students who wish to participate in future internships, and contributing to publicity and outreach activities.

(3) Students may apply for academic credit for the following courses:

- Global Internship A (1 credit)
- Global Internship B (2 credits)
- Advanced Global Internship (2 credits)

【Contact Information】

(1) For inquiries regarding the application procedure and credit approval
International Office, Higashi-Hiroshima Campus, Headquarters Building, 6th Floor
e-mail : kokusai-suisin@office.hiroshima-u.ac.jp
Tel : 082-424-6907/7313

(2) Regarding changes in student registration and graduation/completion requirements
Student Support Office of your respective faculty or graduate school



Program Details ①

MEXT-UNESCO



広島大学

1. Overview

The Ministry of Education, Culture, Sports, Science and Technology (MEXT), through the Japanese National Commission for UNESCO, and the United Nations Educational, Scientific and Cultural Organization (hereinafter “UNESCO”) signed a Memorandum of Understanding in November 2023 to establish a training program aimed at revitalizing UNESCO activities. The agreement promotes opportunities for young people in Japan to participate in training at UNESCO Headquarters and field offices.

This program aims to foster a deeper understanding of UNESCO’s activities, nurture globally competitive human resources—including future staff members of international organizations—through work experience at UNESCO offices, and contribute to regional revitalization by utilizing UNESCO-related initiatives.

[About UNESCO]

UNESCO (the United Nations Educational, Scientific and Cultural Organization) is a specialized agency of the United Nations that promotes international cooperation in the fields of education, science, culture, and communication. Established in 1945, its headquarters are located in Paris, France.

UNESCO engages in activities that contribute to building peace and improving human well-being, such as protecting World Heritage sites, promoting education, and advancing sustainable development. The organization operates regional offices and affiliated institutions around the world and works to address global challenges in a wide range of fields.。

※UNESCO Official Website : <https://www.unesco.org/en>

2. Eligible Students

Hiroshima University Japanese graduate students enrolled in a regular degree program (all graduate schools and academic years are eligible).

MEXT prioritizes the following areas for recommending candidates: teacher training (including higher education), World Heritage, Intangible Cultural Heritage, UNESCO Biosphere Reserves, UNESCO Global Geoparks, Creative Cities, Memory of the World, hydrology, ocean science, and disaster prevention and risk reduction.

3. Number of Participants

Hiroshima University may recommend up to two candidates. Although, in principle, only one applicant from each university is selected, it is possible that two candidates may be dispatched depending on the total number of applicants and overall coordination.

4. Dispatch Period

Beginning between October 2026 and March 2027 (6 months to a maximum of 12 months)

The coordination of interviews by UNESCO and the notification of results may require a certain amount of time.

(Reference: In the 2025 program cycle, interviews were conducted in February 2025, results were announced in early April 2025, and dispatch began in October 2025.)

5. Dispatch Location

The placement location will be determined and proposed by UNESCO through internal coordination. Applicants may select and indicate up to three preferred placement sites from among UNESCO Headquarters and UNESCO field offices worldwide.

For a list of UNESCO field offices, please refer to the official UNESCO website below.

<https://www.unesco.org/en/fieldoffice>

6. Financial Support

Candidates may apply for a scholarship from the Japan Student Services Organization (JASSO) through their home institution after their training placement has been finalized.

The scholarship includes:

- Monthly stipend: 100,000 yen (for up to 12 months)
- Preparation allowance: 150,000 yen (for placements in Asia) / 250,000 yen (for placements outside Asia)

This financial support does not preclude recipients from receiving other forms of funding.

7. Application Deadline

Friday, April 24, 2026, 5:00 p.m. (Japan Standard Time)

8. Eligibility Requirements

(1) Applicants must hold Japanese nationality.

(2) Applicants must be able to communicate effectively in English or French.

For English: Ability equivalent to a TOEIC score of approximately 880.

For French: Ability equivalent to level B2 of the Common European Framework of Reference for Languages (CEFR).

※ These levels serve as general guidelines, and not meeting them does not automatically disqualify an applicant from being recommended.

(3) Applicants must be able to begin the training in principle during the 2026 academic year (between April 2026 and March 2027).

(4) Applicants must be able to participate in the training for at least six months (up to a

maximum of twelve months).

- (5) Applicants must be under 30 years of age in principle (as of April 1, 2026).
- (6) Applicants must be able to obtain all visas required for the dispatch without difficulty.
- (7) Applicants must not have previously been dispatched as trainees under this program.

9. How to Apply

Please submit the application documents listed below via email to the International Office.

kokusai-suisin@office.hiroshima-u.ac.jp

Please use the subject line “Global Internship Application (MEXT–UNESCO)” when submitting your email.

10. Required Documents

Please download the required documents from the URL provided below.

<https://fshare.hiroshima-u.ac.jp/nextcloud/index.php/s/LwBXmmBxCYw7NX2>

- 1) Internship Application Form and Statement of Purpose (Form 1)
- 2) Consent Form from Academic Advisor (Form 2) (in English or Japanese)
- 3) List of Preferred Host Organizations (Appendix 1) and Motivation to Apply (to be completed in English) (Appendix 2)
- 4) Curriculum Vitae (CV) (to be completed in English) (Form 3)
- 5) Copy of an English proficiency test score report (e.g., TOEIC, EIKEN, etc.)
- 6) Verification documents for the Liability Insurance Coupled with the Gakkensai (Gakkenbai) (e.g., copy of payment receipt)
- 7) Official Academic Transcript

11. Selection Process

Hiroshima University will first conduct an internal selection to determine the candidates to be recommended to UNESCO. Candidates who receive an offer of a potential placement from UNESCO will then undergo an interview conducted by UNESCO (in principle, online), after which the final decision will be made.

The training placement will be proposed by UNESCO based on the List of Preferred Host Organizations (Appendix 1) and the applicant’s Curriculum Vitae (CV) (Form 1). If UNESCO determines that no suitable placement is available, or if the candidate declines the placement proposed by UNESCO, the candidate will be removed from the “Candidate List.”

12. Procedures After Selection

Please submit the required documents as requested by UNESCO, including the signed training agreement, an official certificate of degree (in English), a medical certificate (in English), and any other documents specified by UNESCO.

13. Cancellation or Termination of the Training

- (1) If it is found that any information contained in the documents submitted at the time of recommendation is false, the trainee's participation in the program may be cancelled.
- (2) The training may be terminated if the trainee is found to fall under any of the following conditions:
 - a. If the trainee no longer meets any of the requirements listed under the "Eligibility Requirements."
 - b. If the trainee demonstrates significant academic underperformance, misconduct, or receives disciplinary action from their home institution.
 - c. If UNESCO determines that it is appropriate to terminate the training due to poor performance, misconduct, or other related reasons.
 - d. If any falsification is found in the submitted documents.
 - e. If the trainee fails to fulfill their responsibilities or is otherwise deemed unsuitable as a participant in the program.

14. Communication and Reporting During and After the Training

- (1) Trainees must pay close attention to local safety information before and during travel, and maintain regular communication with both their home institution and UNESCO to ensure continual monitoring of their situation.

In addition, the trainee's home institution must maintain close communication with the International Affairs Division of MEXT.
- (2) At the completion of the training, the trainee's home institution must promptly share with the International Affairs Division of MEXT the evaluation report sent by UNESCO.

The trainee must also submit the designated Training Report within one month after completing the training.
- (3) During and after the training period, trainees are expected to actively participate in domestic UNESCO-related activities and outreach efforts that contribute to the promotion of this program and UNESCO initiatives.

Examples include: participation in activities organized by the Next-Generation Japanese National Commission for UNESCO and private-sector UNESCO activities.



Program Details ②

Hiroshima University – UNESCO



広島大学

1. Overview

This program is based on an internship agreement between Hiroshima University and the United Nations Educational, Scientific and Cultural Organization (UNESCO). Under this program, graduate students enrolled at Hiroshima University are dispatched to UNESCO for several months as interns.

We encourage students to take this valuable opportunity to engage in work at UNESCO, gain exposure to the organization's extensive expertise in various areas of international education—including policy, practice, and research—and further develop themselves into globally competent professionals.

【About UNESCO】

UNESCO (the United Nations Educational, Scientific and Cultural Organization) is a specialized agency of the United Nations that promotes international cooperation in the fields of education, science, culture, and communication. Established in 1945, its headquarters are located in Paris, France.

UNESCO engages in activities that contribute to building peace and improving human well-being, such as protecting World Heritage sites, promoting education, and advancing sustainable development. The organization operates regional offices and affiliated institutions around the world and works to address global challenges in a wide range of fields.

※UNESCO Official Website : <https://www.unesco.org/en>

2. Eligible Students

Graduate students enrolled in a regular degree program at Hiroshima University

(Please refer to the eligibility requirements of each UNESCO host office for details regarding eligible graduate schools and academic levels.)

3. Number of Participants

One student per host department (up to a maximum of six students in total)

4. Duties and Responsibilities

The main program fields for this year's internship are listed below.

Interns will engage in activities related to the projects implemented by each host department. For further details, please refer to the eligibility and requirements specified by each host department.

1. HQ_45_CLD: Data Analysis, Statistics and Reporting (Paris, France)
2. HQ_44_HRM_LPD: Learning, Development and Performance Management (Paris, France)
3. HQ_36_ED_PLS_YLS: Technical and Vocational Education Training (Paris, France)
4. HQ_16_SC_SIDS: Section for Small Islands Developing States (SIDS) (Paris, France)
5. Cairo_1_CLT: Intangible Cultural Heritage (Cairo, Egypt)
6. Santiago_5_SHS: Inclusion for Sustainable Development (Santiago, Chile)

5. Dispatch Period

Beginning between October 2026 and March 2027 (6 months to a maximum of 12 months)

6. Dispatch Location

One of the UNESCO offices (selected from the offices listed in Section 4 above)

7. Financial Support

1.No salary or allowances will be provided by UNESCO for this internship.

2.Travel expenses will be partially subsidized by the university.

In addition, students may apply for the Hiroshima University UNESCO Internship Dispatch Scholarship (monthly stipend of 100,000 yen, for up to 12 months).

Scholarships will be awarded only to those who are selected as eligible based on the Application Guidelines for the FY2026 Hiroshima University UNESCO Internship Dispatch Scholarship.

※ Please refer to the application guidelines of the respective scholarship for details.

※ This scholarship may be received concurrently with other scholarships.

8. Application Deadline

Friday, April 24, 2026, 5:00 p.m. (Japan Standard Time)

9. Eligibility Requirements

- ① Applicants must have a strong motivation to work overseas and be in good physical and mental health.
- ② Applicants must be enrolled in a regular graduate program at Hiroshima University at the time of application and throughout the entire internship period (excluding those who take a leave of absence during the internship period).
- ③ Applicants must be engaged in research related to the promotion or improvement of international education.
- ④ Applicants must understand the principles of the UNESCO Constitution and be committed to contributing to its activities.
- ⑤ Applicants must possess the ability to carry out assigned duties.
- ⑥ Applicants must have sufficient English proficiency to perform their work duties.
- ⑦ Applicants must be able to obtain the visa(s) required for the host region.

10. How to Apply

Please submit the required documents to the email address below by the application deadline.

Please use the subject line "Global Internship Application (Hiroshima University – UNESCO)".

Submission to: International Office kokusai-suisin@office.hiroshima-u.ac.jp

11. Required Documents

Please download the required documents from the URL provided below.

<https://fshare.hiroshima-u.ac.jp/nextcloud/index.php/s/LwBXmmBxCYw7NX2>

- ① Internship Application Form and Statement of Purpose (Form 1)
- ② Copy of an English proficiency test score report (e.g., TOEIC, TOEFL, EIKEN, etc.)
- ③ Consent Form from Academic Advisor (Form 2) (in English or Japanese)
- ④ Copy of Academic Transcript (including GPA)
- ⑤ Curriculum Vitae (free format; in English)
- ⑥ Verification documents for enrollment in either
 - Liability Insurance Coupled with the Gakkensai, or
 - Comprehensive Insurance for Student Life Coupled with the Gakkensai for International Students (Inbound Gakkensai) (e.g., copy of payment receipt)
- ⑦ Application Form for the Hiroshima University UNESCO Internship Dispatch Scholarship (Please submit this form only if you are applying for the scholarship, after carefully reviewing the "Application Guidelines for the FY2026 Hiroshima University UNESCO Internship Dispatch Scholarship.")

12. Selection Process

- ① After Hiroshima University conducts document screening and interviews to select candidates for the UNESCO Internship Program, an additional review will be carried out by the respective UNESCO host office.
- ② The screening at the UNESCO host office may include an interview (conducted online or by telephone) and, in some cases, a written examination. If a written examination is required, the UNESCO host office will inform candidates in advance.
 - ※ The specific host department and details of the internship will be determined by each UNESCO host office after receiving the list of selected candidates from Hiroshima University.

13. Schedule

Early July 2026:

- Final selection of candidates
- Attendance at the mandatory pre-departure lecture on overseas travel
- Begin preparation for travel (visa application procedures, flight arrangements, vaccinations, enrollment in overseas travel insurance, etc.)

From August 2026 onward:

- Start of the internship

After completion of the dispatch:

- Submission of the Internship Achievement Report and other required documents
- Presentation at debriefing sessions, etc.

Please note that additional recruitment may be conducted depending on the number of applications received and the overall dispatch situation.

Application Guidelines for the FY2026 Hiroshima University UNESCO Internship Dispatch Scholarship

The Hiroshima University UNESCO Internship Dispatch Scholarship (hereinafter “the UNESCO Scholarship”) aims to support Hiroshima University graduate students participating in the UNESCO Internship Program, with the purpose of fostering globally minded individuals who seek peace and are willing to take on new challenges.

Based on the Hiroshima University UNESCO Internship Dispatch Scholarship Grant Guidelines, applications for the FY2026 scholarship are hereby invited as follows.

1. Scholarship Eligibility and Benefits

- a. Eligible Applicants: Participants of the UNESCO Internship Program.
- b. Number of Scholarships: A limited number of recipients.
- c. Scholarship Amount: In principle, up to 100,000 yen per month per person, with the actual amount determined based on the host country/region and duration of the internship.

The scholarship is intended to cover expenses necessary for participating in the internship, including:

- (1) Internship participation fees
- (2) Enrollment in the Tokio Marine & Nichido Fire Insurance Co., Ltd. Overseas Travel Accident Insurance with Total Support Service
- (3) Passport issuance fees
- (4) Visa application fees
- (5) Travel expenses
- (6) Accommodation expenses
- (7) Other educational expenses deemed necessary for participating in the internship

2. Application Requirements

- (1) Graduate students enrolled in a regular degree program at Hiroshima University (excluding those who take a leave of absence during the internship), and who have not received disciplinary action under the Hiroshima University Student Disciplinary Regulations (Regulation No. 20, March 7, 2016).
- (2) Participants of the UNESCO Internship Program with a duration of at least 6 months (180 days) to approximately 1 year.
- (3) Students who will begin (or have begun) their internship between October 1, 2026, and March 31, 2027.
- (4) This scholarship may be received concurrently with other scholarships.
- (5) International students must intend to seek employment in Japan after completing their

degree.

3. Application Procedure

Applicants must complete the Hiroshima University UNESCO Internship Dispatch Scholarship Application Form (Form 1) and submit it together with their academic transcript (including GPA) to the email address below.

4. Application Period

From March 18, 2026 (Wed.) to May 29, 2026 (Fri.)

5. Selection Method and Notification

The President of Hiroshima University will determine the scholarship recipients based on the review of the selection committee, and applicants will be notified promptly of the results.

In addition, recipients must undergo screening conducted by each UNESCO host office.

The scholarship will be awarded only to those who pass the screening of the respective UNESCO host office.

6. Scholarship Disbursement

As soon as possible after the applicant has passed the screening of the UNESCO host office.

7. Reporting Obligation

Within one month after the completion of the internship period, scholarship recipients must prepare and submit the Hiroshima University UNESCO Internship Dispatch Report (Form 2) to the International Office (Headquarters Building, 6th Floor).

8. Submission and Contact Information

International Office

Higashi-Hiroshima Campus, Headquarters Building, 6th Floor

Tel : 082-424-7313/6907

E-Mail: kokusai-suisin@office.hiroshima-u.ac.jp



UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Title: Internship – CLD/S (Data Analysis, Statistics and Reporting)

Organizational Unit: ADM/CLD/S

Location: Headquarters, Paris, France

Supervisor: Filsete Girma-Legesse, Executive Officer

DESCRIPTION OF THE TRAINEESHIP

An internship with UNESCO will give you experience of the daily working environment of the United Nations specialized agency. You will be working in the Division responsible for managing conferences, languages, and documents. The team is undertaking a process reengineering initiative to optimize its operational efficiency and performance.

The intern will assist in the collection, processing, and interpretation of data to enable informed decision-making and enhance business processes. Deliver technical expertise in the application of statistical methodologies for database analysis, as well as the development of statistical reports and visualizations. Facilitate training and capacity-building initiatives.

The intern uses strategic monitoring and analysis tools to support management's decision-making processes and drive operational efficiency. Maintaining strict confidentiality over all accessed data, processes, and information, the incumbent adheres to UNESCO's data protection policy and ensures the responsible handling of personal data by or on behalf of UNESCO.

Scope of Work

The responsibilities for this internship encompass a range of data-driven activities essential for supporting teams and organizational objectives. The individual will collect and organize data from various subsidiary tools, ensuring that all information is both accurate and complete. This involves a diligent approach to data gathering and verification.

A key aspect of the role is to clean and preprocess data in preparation for analysis. This includes identifying and resolving any inconsistencies within the datasets. The incumbent will also assist in performing statistical analyses and help create data models as needed to support business needs.

Another important responsibility is to develop visual representations of data insights. This includes creating dashboards that effectively allow management timely information to communicate key findings and make

informed decisions. The individual will also prepare reports and presentations to relay these findings clearly to stakeholders.

He/She will elaborate and train all involved to continue the update and consistent and effective use of the database to provide updated report through data integration via an API and other appropriate solutions.

In addition to technical tasks, the intern supports the team by maintaining thorough data documentation and updating process manuals. The intern will participate in team meetings, contributing to brainstorming sessions and the development of solutions for data-related challenges.

Deliverables

- Well-structured and accurate datasets to facilitate effective analysis and informed decision-making.
- Comprehensive analytical reports and summaries that highlight critical insights on KPIs and workload standards.
- Effective visual representations, including charts and dashboards, to present key findings in an accessible format.
- Detailed documentation of data processes and best practices to ensure consistency and knowledge of retention within the team.

REQUIRED QUALIFICATIONS

Education: A first-level university degree in Data Science, Statistics, Mathematics, Computer Science, or a related field.

Experience (if any):

Language skills: Excellent knowledge of English and good knowledge of French.

Competencies and skills:

Familiarity with data analytics tools such as Power BI, Excel, SQL, Python, or R.

Strong attention to detail and analytical thinking.

Effective communication and teamwork skills.

LEARNING OBJECTIVES

It is expected that assignments will provide interns with the opportunity to develop skills in a wide range of the above areas, and in the development of the Core competencies of the UNESCO Competency Framework:

- *Accountability*
- *Communication*
- *Teamwork*

- *Innovation*
- *Results focus*
- *Planning and organizing*
- *Knowledge sharing and continuous improvement*

ADDITIONAL INFORMATION

Please add background information relevant to the assignment and a [link of relevant website](#)



UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Title: Sponsored Trainee – Learning, Development and Performance Management

Organizational Unit: Sector for Administration and Management / Bureau for Human Resources Management / Learning, Performance and Development Unit

Location: Paris, France (Headquarters)

Supervisor (name, title): Adina Forsstrom, Head of Unit, Learning, Performance and Development

DESCRIPTION OF THE TRAINEESHIP

As UNESCO approaches its 80th anniversary, the Director-General has articulated a forward-looking vision for an organization that is more agile, results-oriented, innovative, and equipped to address complex global challenges.

In parallel, the broader UN reform agenda, including UN 80 and UN 2.0, calls for a strengthened, modernized UN system built on enhanced data capability, digital transformation, innovation, foresight, and strengthened performance cultures.

The Learning, Performance and Development Unit plays a central role in supporting this transformation by strengthening the integration between performance management, learning and career development, and by modernizing digital learning approaches.

The Sponsored Trainee will support the design, coordination and analysis of initiatives aimed at strengthening employee development and fostering a culture of performance excellence across UNESCO's global workforce. The trainee will contribute to projects that integrate policy implementation, digital learning tools, performance management processes, and innovative approaches to organizational development. This assignment offers hands-on exposure to HR strategy delivery within a multilateral environment.

Key Tasks

4. Learning and Development Support

- Assist in the coordination of corporate learning programmes and leadership development initiatives.
- Support the administration and optimization of the Learning Management System (LMS).
- Contribute to the development of digital learning resources (e.g. microlearning modules, toolkits, guidance materials).
- Conduct benchmarking research on innovative learning practices in international organizations and the public sector.
- Support internal communication initiatives promoting a culture of continuous learning.

5. Performance Management

- Provide analytical support during performance cycle milestones and support data analysis related to performance completion rates and trends.
- Assist in drafting guidance materials and communication resources for managers and staff.
- Contribute to user experience improvements for digital performance tools and processes.

6. Talent and Career Development

- Support career development and talent management initiatives.
- Contribute to the preparation of dashboards and reports on learning analytics and workforce data.

4. Innovation and Digital Enhancement

- Research emerging HR technologies and AI applications in learning and performance management.
- Contribute to the design and implementation of small-scale innovation pilots (e.g. behavioral science applications, human-centred design approaches).
- Support efforts to enhance the accessibility and inclusiveness of learning materials and platforms.

REQUIRED QUALIFICATIONS

Education: Advanced university degree (Master's degree) or first-level university degree (Bachelor's degree), or equivalent, in Human Resources, Organizational Psychology, Public Administration, Education, Business Administration, Social Sciences or a related field.

Experience (if any): No professional work experience is required. Relevant academic projects, internships, research assignments, or voluntary experience in learning, development, performance management, human resources or organizational effectiveness would be considered an asset

Language skills: Excellent knowledge of English or French; knowledge of the other language is desirable.

Competencies and skills:

- Strong analytical and conceptual thinking skills
- Interest in organizational development and people management
- Digital literacy and curiosity about learning technologies and data
- Strong drafting and communication skills
- Ability to work effectively in a multicultural environment

LEARNING OBJECTIVES

The Sponsored Trainee will gain:

- First-hand experience in international HR strategy implementation.
- Practical skills in human resources management, performance management, learning and development in a global UN organization.
- Hands-on experience in people analytics and digital learning systems.
- Experience supporting policy implementation in a multilateral context.
- Exposure to multicultural workforce management.
- Mentoring and structured developmental feedback.

ADDITIONAL INFORMATION

Through this initiative, sponsoring governments support both UNESCO's operational excellence and the development of the next generation of international public servants equipped with skills in digital transformation, emerging learning and development practices, and fostering a performance culture.



UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Title: Sponsored trainee on Technical and Vocational Education and Training

Organizational Unit: Education Sector; Division for Policies and Lifelong Learning Systems; Youth, Literacy and Skills Development Section (ED/PLS/YLS)

Location: Paris, France

Supervisor (name, title): Hervé Huot-Marchand, Chief of section, YLS

DESCRIPTION OF THE TRAINEESHIP

In line with the Youth, Literacy, and Skills Development (YLS) Section's workplan for 2026 and follow-up activities in 2027, the sponsored trainee will contribute to a range of activities relevant to the implementation of the 2022-2029 UNESCO Strategy for Technical and Vocational Education and Training (TVET), including the Better Education for Africa's Rise (BEAR III) project.

Under the authority of the Director of the Division for Policies and Lifelong Learning Systems and the direct supervision of the Chief of Section of Youth, Literacy and Skills Development, the Trainee will undertake the following tasks:

- Provide support to Technical and Vocational Education and Training (TVET) projects and activities implemented, including to the BEAR III project;
- Assist with literature reviews, drafting, editing and translation of documents in areas of expertise and as requested by the programme team and the Chief of Section;
- Assist with the production of communication materials (leaflet, infographics etc) to disseminate the findings of key TVET publications, reports, projects, initiatives;
- Assist with the collection of data for the monitoring and evaluation of the BEAR III project;
- Assist with the collection of data for the next edition of the Global Inventory of National and Regional Qualifications Frameworks (NQFs/RQFs) and help drafting the content chapters;
- Contribute to the preparation of reporting documents, briefs, presentations, minutes of meetings, draft emails related to programme implementation;
- Actively assist in the preparation of international and regional events organized or supported by YLS Section;
- Assist in any other technical support tasks as requested by the Chief ED/PLS/YLS.

REQUIRED QUALIFICATIONS

Education: Advanced university degree (master's or equivalent) in Education, social sciences, international relations, or other relevant fields.

Subjects: Education, social sciences, international relations, or other relevant fields.

Language skills: Excellent knowledge of English (spoken and written), good knowledge of French would be an asset.

Competencies and skills: Accountability, Communication, Innovation, Knowledge sharing and continuous improvement, Planning and organizing, Results focus, Teamwork, Professionalism.

LEARNING OBJECTIVES

Through this traineeship programme, the incumbent will gain hands-on professional experience and strengthen their competencies in the areas of technical and vocational education and training (TVET), within a multilateral and multicultural working environment. Specifically, the trainee will:

- Develop a solid understanding of UNESCO's mandate, strategies and normative instruments in TVET, including the implementation of regional and country-level programmes in Africa.
- Enhance analytical and research skills through participation in literature reviews, data collection, and the preparation of analytical and policy-oriented products aligned with UNESCO's TVET Strategy (2022-2029).
- Strengthen technical writing, editing and communication skills by contributing to the drafting, translation and dissemination of reports, briefs, advocacy materials and digital content.
- Build practical experience in programme implementation and project management, monitoring and reporting, including support to large project such as the BEAR III.
- Acquire exposure to partnership development, coordination and advocacy processes, including support to international and regional events and campaigns.

Develop organizational, teamwork and professional skills through active engagement in the day-to-day work of the Youth, Literacy and Skills Development Section and interaction with internal and external stakeholders.

ADDITIONAL INFORMATION

Link to the page of the skills for work: <https://www.unesco.org/en/skills-work-life>

Link to the BEAR III project webpage: <https://www.unesco.org/en/skills-work-life/bear-project>



UNESCO Sponsored Traineeship Programme

TERMS OF REFERENCE

GENERAL INFORMATION

Duration:	12 months
Location:	UNESCO Paris Headquarters
Organizational Unit:	Natural Sciences Sector – Section for Small Islands Developing States (SIDS)
Supervisor (name, title):	Mrs Zulmira Rodrigues, Chief of the SIDS Section

BACKGROUND

UNESCO is a specialized agency of the United Nations contributing to peace, sustainable development and international cooperation through education, science, culture and communication. In 2008, UNESCO proclaimed SIDS as one of its two Priority Groups, along with Youth and adopted an intersectoral approach to supporting SIDS in building resilience to several growing challenges. In recognition of the critical importance of supporting SIDS, UNESCO established the SIDS Section in 2021. The Section coordinates the organization-wide contribution to addressing the specific vulnerabilities and development priorities of SIDS, in line with the [2023–2029 Operational Strategy for SIDS](#), the Antigua and Barbuda Agenda for SIDS (ABAS), and relevant global frameworks.

Drawing on over two decades of experience of UNESCO’s Sandwatch programme — which empowered children and youth in SIDS to monitor and care for beach environments — in 2024 UNESCO launched IslandWatch, a follow-up initiative led by the SIDS Section, that engages stakeholders across the entire islands in climate and environmental observation, linking education, science, and action. IslandWatch connects schools, universities, research institutions, and local communities through citizen science, digital tools, and science-policy dialogue to provide scientific based evidence to support regulatory and corrective action for environmental protection and preservation. IslandWatch pilots were launched in Seychelles and Mauritius in October 2024, and new pilots are being planned for the Caribbean and the Pacific Region.

DUTIES AND RESPONSIBILITIES

Under the overall authority of the Assistant Director-General for Natural Sciences, the direct supervision of the Chief of the SIDS Section, and the guidance of the relevant Programme Specialist(s), the Trainee will contribute to the Section’s activities related to the UNESCO Islandwatch Programme launch in the Caribbean and the Pacific. He/She will provide support to the coordination and implementation of IslandWatch in selected countries, working closely with the IslandWatch coordination team, across UNESCO’s programme sectors, at Headquarters

and in the Field Offices.

In particular, the Trainee will be responsible for the following tasks:

- Support the planning, coordination, monitoring, and reporting of activities related to the implementation of the IslandWatch Programme. This includes: activities related to partnerships and resource mobilization, that require engagement with national and external stakeholders, such as government entities, local communities, NGOs, academia and private sector.
- Support in organising, follow-up and reporting on relevant internal and external meetings/events.
- Contribute to the drafting and preparation of briefings, concept notes, project proposals, reports, and presentations, including by undertaking background research, and reviewing existing literature and relevant national policies.
- Contribute to the drafting and editing of information, communication and outreach materials related to IslandWatch and aimed at strengthening the visibility of UNESCO's initiatives for SIDS. This includes contributing to the production of outreach materials and website articles.
- Undertake any additional activities and tasks requested by the Chief of the SIDS Section, to support the Section in the design, development, and implementation of the Islandwatch Programme and related activities for SIDS.

REQUIRED AND DESIRABLE QUALIFICATIONS

REQUIRED

Education: Advanced University Degree (Master's degree or equivalent)

in natural sciences, social and human sciences, international relations, communication or other

UNESCO-related fields of competence

Language skills: Excellent knowledge of English

Competencies and skills:

- Good organizational, planning and time management skills, including the ability to organize own work priorities and deadlines.
- Strong analytical and writing skills to produce a variety of written materials.
- Excellent interpersonal and communication skills.
- Good IT skills.

DESIRABLE

Language skills: Additional knowledge of Spanish is desirable .

Work experience in research, including academic research, will be an asset, especially on topics related to ecosystems management, climate change resilience, adaptation and SIDS.

LEARNING OBJECTIVES

The Trainee will acquire experience in programme planning and articulation, coordination, and monitoring within an intergovernmental and multicultural context. By working at the SIDS Section, the Trainee will learn about UNESCO's actions within all its thematic sectors and programmes (Education, Natural Sciences, Social and Human Sciences, Culture, Communication and Information), with a focus on its support to SIDS. The role will involve developing skills in drafting and research on specialized matters and gain experience in project planning, establishing partnerships, carrying out resource mobilization and communication actions, while liaising with a wide range of governmental and non-governmental actors.



UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Title: Trainee in Intangible Cultural Heritage

Organizational Unit: Culture Unit

Location: Cairo, Egypt

Supervisor (name, title): Ruoxi Wang

DESCRIPTION OF THE TRAINEESHIP

Describe the main duties and tasks

- **Support capacity-building on intangible cultural heritage (ICH) safeguarding.**
Assist in the preparation and delivery of capacity-building activities for local communities, practitioners, youth groups, and relevant authorities involved in safeguarding intangible cultural heritage in Egypt. Support the development of training materials aligned with the 2003 Convention for the Safeguarding of the Intangible Cultural Heritage, with a focus on documentation, inventory-making, and community participation. Contribute to the collection of feedback and lessons learned to inform future capacity-building initiatives.
- **Provide media support, communication, and publicisation for ICH initiatives.**
Support the production of communication materials, including web articles, social media content, and visual designs, to raise public awareness of intangible cultural heritage in Egypt. Assist in documenting ICH-related events, workshops, and field activities through photos, short videos, and written summaries. Ensure that all communication outputs align with UNESCO's communication standards and highlight the role of living heritage in sustainable development and social cohesion.
- **Assist in the design and implementation of pilot ICH projects.**
Contribute to the development of small-scale pilot projects that explore innovative approaches to safeguarding intangible cultural heritage at the community level. Support the drafting of concept notes,

including objectives, activities, expected results, and beneficiary identification. Assist in monitoring pilot activities and documenting results to support learning and potential project scaling.

- ***Contribute to resource mobilisation and partnership development for ICH.***

Support research and mapping of potential funding opportunities and partners relevant to intangible cultural heritage in Egypt. Assist in the preparation of background notes and contributions to project proposals aligned with UNESCO priorities and national cultural policies. Contribute to coordination with institutional partners, civil society organisations, and cultural stakeholders to strengthen collaboration in the ICH field.

REQUIRED QUALIFICATIONS

Education: at least a master's degree in the field of intangible cultural heritage, cultural studies, creative industry or any related fields.

Experience (if any): at least 1-year professional experience in the field of intangible cultural heritage management.

Language skills: English (professionally proficient); Arabic (preferable)

Competencies and skills:

- **Communication**

Ability to express ideas clearly and effectively in written and oral form, adapting messages to diverse audiences and cultural contexts. Demonstrates strong drafting skills for reports, briefs, and communication materials related to intangible cultural heritage. Listens actively and contributes constructively to discussions with colleagues and partners.

- **Teamwork**

Ability to work collaboratively in a multicultural and multidisciplinary team environment. Shows respect for diversity of opinions, cultural practices, and institutional roles. Contributes positively to collective outputs and supports colleagues in achieving shared objectives.

- **Professionalism**

Demonstrates integrity, reliability, and commitment to UNESCO's mandate and values. Shows accountability for assigned tasks and delivers outputs within agreed timelines. Applies ethical standards, particularly when working with communities and living heritage practitioners.

- **Planning and Organizing**

Ability to manage time effectively, prioritize tasks, and support the organization of activities such as workshops, meetings, and pilot initiatives. Demonstrates attention to detail when handling documentation, training materials, and project inputs. Shows capacity to work independently under supervision.

- **Intercultural Sensitivity and Respect for Diversity**

Demonstrates openness, cultural awareness, and respect when engaging with diverse communities, including local heritage bearers, youth, and institutional partners. Shows sensitivity to ethical

considerations in safeguarding intangible cultural heritage. Applies inclusive and participatory approaches in line with UNESCO principles.

LEARNING OBJECTIVES

Describe the learning objectives of the traineeship

- **Develop technical understanding of intangible cultural heritage safeguarding frameworks.**

The trainee will gain practical knowledge of UNESCO's normative instruments, particularly the 2003 Convention for the Safeguarding of the Intangible Cultural Heritage, and their application in national and community-based contexts. Through hands-on tasks, the trainee will learn how safeguarding principles translate into capacity-building, project design, and policy-oriented work. This objective strengthens the trainee's ability to apply international cultural frameworks in real-world settings.

- **Build intercultural and multicultural communication skills.**

The traineeship will enhance the trainee's ability to work effectively in a multicultural environment, engaging with diverse communities, practitioners, and institutional partners. The trainee will develop sensitivity to cultural diversity, community perspectives, and ethical considerations when working with living heritage. This objective fosters respectful dialogue, inclusive engagement, and cross-cultural collaboration skills essential to UNESCO's mandate.

- **Strengthen project design, implementation, and analytical skills.**

The trainee will learn how to support the design, implementation, and monitoring of pilot projects related to intangible cultural heritage. This includes developing concept notes, defining results frameworks, identifying beneficiaries, and documenting outcomes. The objective equips the trainee with foundational project management and analytical skills applicable across the UN system.

- **Gain exposure to resource mobilisation and partnership-building processes.**

The traineeship will introduce the trainee to resource mobilisation strategies, including donor research, proposal support, and partnership mapping. The trainee will learn how cultural heritage projects are aligned with donor priorities, national policies, and UNESCO strategic objectives. This objective builds foundational skills in fundraising, coordination, and multi-stakeholder collaboration within an international organisation.

ADDITIONAL INFORMATION

Please add background information relevant to the assignment and a [link of relevant website](#)



UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Title: Trainee in Inclusion for Sustainable Development.

Duration: 6-12 months

Organizational Unit: Social and Human Sciences Sector (SHS)

Location: UNESCO Regional Office in Santiago, Chile

Supervisor (name, title): Sofia QUESADA MONTANO, Programme Specialist

DESCRIPTION OF THE TRAINEESHIP

The Social and Human Sciences Sector at UNESCO Santiago promotes inclusive, participatory, and ethical public policies that contribute to sustainable development, social transformation, and the protection of human rights in Latin America and the Caribbean. Our work prioritizes the inclusion of youth, persons with disabilities, and women and girls, as well as the ethical design and use of emerging technologies such as Artificial Intelligence (AI) and neurotechnologies. We also promote intercultural dialogue and sport as a tool for development and social inclusion.

We work closely with public institutions, civil society, and academia to support policy dialogue, technical cooperation, capacity-building, and the generation of evidence-based knowledge.

Within this context, the traineeship will contribute to the following duties and tasks:

- Research and systematization of international frameworks, regional experiences, and public policies related to inclusion, youth, gender equality, ethics of AI and neurotechnologies, and sport for development.
- Support the preparation of knowledge products, including briefs, reports, blog articles, presentations, and communication pieces that highlight trends and challenges in inclusive policy-making and strategies in Chile and the LAC region.
- Assist in the organization of events such as technical workshops and capacity-building spaces, participatory consultations, multi-stakeholder dialogues, and side events at regional forums.
- Contribute to the mapping and analysis of stakeholders, initiatives, and cooperation opportunities relevant to UNESCO's mandate in the SHS sector.
- Support the design and implementation of methodologies and tools for participatory planning and stakeholder engagement, particularly in the fields of intercultural dialogue, gender, youth, sports for inclusion and development, and AI and digital transformation.

REQUIRED QUALIFICATIONS

Education: University degree (or currently enrolled in final semesters) in Social Sciences, Public Policy, International Relations, Development Studies, or related fields.

Experience (if any): Areas related to bioethics, inclusion, youth empowerment, technology and society, or sport for development is considered an asset.

Language skills: Excellent knowledge of Spanish and good knowledge of English.

Competencies and skills:

- Good organizational and project design skills
- Ability to analyze, synthesize, compare, and systematize documentary material of different types (public policy documents, academic articles, research reports, etc.)
- Excellent oral and written communication skills, including the ability to draft and produce a variety of written material in a clear and concise manner.
- Ability to work effectively in a team and to maintain good working relations within a multi-cultural environment.
- Excellent knowledge of MS Office Suite (Word, Excel, PowerPoint, etc.).

LEARNING OBJECTIVES

- Acquire applied knowledge on inclusive policy design, youth engagement, and ethical governance of AI.
- Deepen understanding of how sport and technology can foster social inclusion and gender equality.
- Strengthen analytical skills through research and policy monitoring activities.
- Gain experience in the functioning of a UNESCO Regional Office, including collaboration with other UN agencies and regional actors.
- Develop professional competencies in project support, stakeholder engagement, and communication for development.

ADDITIONAL INFORMATION

For more information about the work of UNESCO in SHS, please visit:

 <https://www.unesco.org/en/social-human-sciences>

 <https://www.unesco.org/en/fieldoffice/santiago>



Program Details ③

SEAMEO CECCEP



広島大学

1. Overview

The Southeast Asian Ministers of Education Organization (SEAMEO) is an intergovernmental organization composed of the Ministers of Education from 11 Southeast Asian countries. SEAMEO promotes regional cooperation in the fields of education, science, and culture. SEAMEO CECCEP (Regional Centre for Early Childhood Care Education and Parenting), one of the SEAMEO regional centers, was established in July 2017. It is an international organization specializing in research, capacity building, policy advocacy, and practical support in the areas of Early Childhood Care and Education (ECCE) and parent-child support.

Guided by its vision of “Quality education for every child through the well-being of children and families,” the Centre works in collaboration with national governments, international organizations, universities, and other stakeholders across the region to improve the quality and institutional frameworks of ECCE.

Through this internship, students will have the opportunity to engage in international education policy and practice, and take on educational challenges from both regional and global perspectives. ※Official Website : [SEAMEO CECCEP](https://www.seameo-eccep.org/)

2. Eligible Students

Undergraduate and graduate students with an interest in the field of education (all majors are welcome).

※A sufficient level of English proficiency is required to perform daily work duties.

3. Number of Participants

A few positions

4. Duties and Responsibilities

Support tasks for research and survey projects related to education policy development, assistance with planning and implementing events, and other related activities.

※The specific department will be assigned based on the student's expertise and preferences.

5. Dispatch Period

Beginning from August 2026 or later, with a minimum duration of one month

(Up to approximately four months, depending on coordination with the host organization).

In principle, the internship must be completed by the end of March 2027.

6. Dispatch Location

Bandung, Indonesia

Jl Jayagiri No.63 Lembang, Bandung Barat

7. Financial Support

From the host organization: Support for arranging local accommodation.

From the university: Full support for travel expenses and financial assistance for living costs at the destination.

8. Application Deadline

May 29, 2026 (Fri) 17:00 (JST)

9. Eligibility Requirements

- (1) Applicants must have a strong motivation to work overseas and be in good physical and mental health.
- (2) Applicants must be enrolled in a regular degree program at Hiroshima University at the time of application and throughout the internship period.
- (3) Applicants must possess the ability to carry out assigned duties smoothly and effectively.
- (4) Applicants must be able to obtain the visa(s) required for the host location.

10. Application Procedure

Please submit the required documents listed below by email to the Global Initiatives Group:
kokusai-suisin@office.hiroshima-u.ac.jp

Please use the subject line: "Global Internship Application (SEAMEO CECCEP)"

11. Required Documents

- (1) Internship Application Form and Statement of Purpose (Form 1)
- (2) Copy of an English proficiency test score report (if available)
- (3) Consent Form from Academic Advisor (Form 2) (in English or Japanese)
- (4) Academic Transcript (English version)
- (5) Curriculum Vitae (free format; in English)

12. Selection Process

Document screening and interviews will be conducted by faculty members of the IDEC Institute for International Collaboration.

13. Schedule

Early July 2026:

Final selection of candidates

Mandatory participation in the pre-departure lecture on overseas travel

Begin travel preparation (visa application procedures, flight arrangements, vaccinations, enrollment in overseas travel insurance, etc.)

From August 2026 onward:

- Start of the internship

After completion of the dispatch:

- Submission of the Internship Achievement Report and other required documents

- Presentation at debriefing sessions, etc.

Please note that additional recruitment may be conducted depending on the number of applications received and the overall dispatch situation.



Program Details ④

SEAMEO CED



広島大学

1. Overview

The Southeast Asian Ministers of Education Organization (SEAMEO) is an intergovernmental organization composed of the Ministers of Education from 11 Southeast Asian countries. SEAMEO promotes regional cooperation in the fields of education, science, and culture. SEAMEO CED (Regional Centre for Community Education Development), one of SEAMEO's regional centers, is located in Vientiane, Lao People's Democratic Republic. It is an international organization engaged in research, training, capacity development, and policy support aimed at advancing community education as well as adult and non-formal education. Guided by its mission of "promoting sustainable and inclusive community development through education," the Centre works in collaboration with national governments, educational institutions, international organizations, and other partners across the region. Its initiatives focus on expanding community-based learning opportunities, promoting social inclusion, and advancing educational measures that contribute to poverty reduction. Through this internship, students will gain valuable experience working directly in the field of community-based educational development. They will have the opportunity to learn about key challenges in education and social development in Southeast Asia from both practical and international perspectives.

※ Official websites: <https://moes.edu.la/> (Lao language only)
https://www.seameo.org/Main_centres/117

2. Eligible Students

Undergraduate and graduate students with an interest in the field of education (all majors are welcome).

※A sufficient level of English proficiency is required to perform daily work duties.

3. Number of Participants

A few positions

4. Duties and Responsibilities

Support tasks for research and survey projects related to education policy development, assistance with planning and implementing events, and other related activities.

※The specific department will be assigned based on the student's expertise and preferences.

5. Dispatch Period

Beginning from August 2026 or later, with a minimum duration of one month

(Up to approximately four months, depending on coordination with the host organization).

In principle, the internship must be completed by the end of March 2027.

6. Dispatch Location

Vientiane, Lao PDR

7. Financial Support

From the host organization: Support for arranging local accommodation.

From the university: Full support for travel expenses and financial assistance for living costs at the destination.

8. Application Deadline

May 29, 2026 (Fri) 17:00 (JST)

9. Eligibility Requirements

- (1) Applicants must have a strong motivation to work overseas and be in good physical and mental health.
- (2) Applicants must be enrolled in a regular degree program at Hiroshima University at the time of application and throughout the internship period.
- (3) Applicants must possess the ability to carry out assigned duties smoothly and effectively.
- (4) Applicants must be able to obtain the visa(s) required for the host location.

10. Application Procedure

Please submit the required documents listed below by email to the Global Initiatives Group:
kokusai-suisin@office.hiroshima-u.ac.jp

Please use the subject line: "Global Internship Application (SEAMEO CED)"

11. Required Documents

- (1) Internship Application Form and Statement of Purpose (Form 1)
- (2) Copy of an English proficiency test score report (if available)
- (3) Consent Form from Academic Advisor (Form 2) (in English or Japanese)
- (4) Academic Transcript (English version)
- (5) Curriculum Vitae (free format; in English)

12. Selection Process

Document screening and interviews will be conducted by faculty members of the IDEC Institute for International Collaboration.

13. Schedule

Early July 2026:

Final selection of candidates

Mandatory participation in the pre-departure lecture on overseas travel

Begin travel preparation (visa application procedures, flight arrangements, vaccinations, enrollment in overseas travel insurance, etc.)

From August 2026 onward:

Start of the internship

After completion of the dispatch:

Submission of the Internship Achievement Report and other required documents

Presentation at debriefing sessions, etc.

Please note that additional recruitment may be conducted depending on the number of applications received and the overall dispatch situation.



Program Details ⑤

CMAC



広島大学

1. Overview

The Cambodian Mine Action Centre (CMAC) is the largest national mine action organization in Cambodia, operating under the leadership of the Cambodian government. CMAC carries out a comprehensive range of activities in the field of mine action, including survey and investigation, detection, clearance of landmines and unexploded ordnance (UXO), risk education, training programs, and research and development.

CMAC was established in 1992 under the United Nations Transitional Authority in Cambodia (UNTAC). Since then, it has expanded its operations as a national institution, promoting mine action throughout the country with the mission of “saving lives and supporting development.” Its headquarters is located in Phnom Penh.

In partnership with Japan, CMAC has benefited from continuous assistance by the Japan International Cooperation Agency (JICA) since 1998, including the provision of equipment, institutional capacity development, and collaboration in areas such as international cooperation, new technology utilization, and public outreach. These efforts have contributed to strengthening CMAC’s capacity and sharing its expertise with third countries.

This internship offers students a valuable opportunity to gain practical experience at the intersection of humanitarian mine clearance and community development. Interns will be able to learn both operational and policy aspects of mine action and international cooperation, while gaining practical knowledge that contributes to restoring safe land and improving livelihoods from both regional and global perspectives.

※Official Website : <https://cmac.gov.kh/>

※Reference Site :

https://www.jica.go.jp/english/information/topics/2024/p20241001_01.html

2. Eligible Students

Undergraduate and graduate students with an interest in international cooperation or peacebuilding (all majors are welcome).

※A sufficient level of English proficiency is required to perform daily work duties.

3. Number of Participants

A few positions

4. Duties and Responsibilities

Interns will be dispatched to the “Project for Strengthening the Cambodian Mine Action Centre (CMAC) Phase 2,” a JICA-implemented project.

Responsibilities include supporting project implementation, assisting with survey and research activities related to policy development for mine clearance and UXO action, and helping plan and organize events and other project-related activities.

5. Dispatch Period

Beginning from August 2026 or later, with a minimum duration of one month
(Up to approximately two months, depending on coordination with the host organization).
In principle, the internship must be completed by the end of March 2027.

6. Dispatch Location

Phnom Penh, Cambodia
Cambodian Mine Action Centre (CMAC): <https://maps.app.goo.gl/swjx3EBgVNrRsHKA8>
CMAC Building, Kork Chombak Village, Chaomchao Commune, Dongkor District,
Duong Ngeap Street, Phnom Penh 12202, Cambodia

7. Financial Support

From the host organization: Support for arranging local accommodation.
From the university: Full support for travel expenses and financial assistance for living costs at the destination.

8. Application Deadline

May 29, 2026 (Fri) 17:00 (JST)

9. Eligibility Requirements

- (1) Applicants must have a strong motivation to work overseas and be in good physical and mental health.
- (2) Applicants must be enrolled in a regular degree program at Hiroshima University at the time of application and throughout the internship period.
- (3) Applicants must possess the ability to carry out assigned duties smoothly and effectively.
- (4) Applicants must be able to obtain the visa(s) required for the host location.

10. Application Procedure

Please submit the required documents listed below by email to the Global Initiatives Group:
kokusai-suisin@office.hiroshima-u.ac.jp
Please use the subject line: "Global Internship Application (CMAC)"

11. Required Documents

- (1) Internship Application Form and Statement of Purpose (Form 1)
- (2) Copy of an English proficiency test score report (if available)
- (3) Consent Form from Academic Advisor (Form 2) (in English or Japanese)
- (4) Academic Transcript (English version)
- (5) Curriculum Vitae (free format; in English)

12. Selection Process

Document screening and interviews will be conducted by faculty members of the IDEC Institute for International Collaboration.

13. Schedule

Early July 2026:

- Final selection of candidates

- Mandatory participation in the pre-departure lecture on overseas travel

- Begin travel preparation (visa application procedures, flight arrangements, vaccinations, enrollment in overseas travel insurance, etc.)

From August 2026 onward:

- Start of the internship

After completion of the dispatch:

- Submission of the Internship Achievement Report and other required documents

- Presentation at debriefing sessions, etc.

Please note that additional recruitment may be conducted depending on the number of applications received and the overall dispatch situation.



Program Details ⑥

ADB CRM



広島大学

1. Overview

The Asian Development Bank (ADB) is a multilateral development bank established in 1966, serving the Asia-Pacific region. Its mission is to reduce poverty and promote inclusive and sustainable economic growth through loans, technical assistance, and policy advice. ADB is headquartered in Metro Manila, Philippines, and consists of 69 member countries and regions. ADB operates Resident Missions in many of its member countries. The ADB Cambodia Resident Mission, located in Phnom Penh, works closely with the Cambodian government and development partners to support national development in sectors such as infrastructure, education and health, agriculture and rural development, climate change mitigation and adaptation, and governance strengthening.

This internship provides students with the opportunity to work at the ADB Cambodia Resident Mission and gain hands-on experience in country-level project design, implementation support, research, and analysis. Interns will acquire valuable insights into how development finance institutions deliver country-led cooperation from both regional and global perspectives.

※Official Website: : <https://www.adb.org/>

2. Eligible Students

Master's or doctoral students with interest and expertise in public policy, labor economics, migration economics, or related fields relevant to the work of the ADB Cambodia Resident Mission (ADB CRM).

Applicants with a clearly defined research interest and a strong motivation to proactively conduct research or analysis at ADB are particularly encouraged to apply.

※A level of English proficiency sufficient for conducting research and writing academic papers in English is required.

3. Number of Participants

A few positions

4. Duties and Responsibilities

Tasks may include research and analysis related to country project formulation and implementation, preparation of project materials, drafting reports and papers, and assisting with event planning and implementation.

Potential research themes include, for example:

- Analysis of migrant labor trends associated with border conflicts
- The role of Foreign Direct Investment (FDI) in building resilient supply chains

Final topics will be determined based on the applicant's academic background and expertise.

5. Dispatch Period

Beginning from August 2026 or later, with a minimum duration of one month
(Up to approximately four months, depending on coordination with the host organization).
In principle, the internship must be completed by the end of March 2027.

6. Dispatch Location

Phnom Penh, Cambodia
Vattanac Capital, 66 Preah Monivong Blvd (93), Phnom Penh, Cambodia

7. Financial Support

From the host organization: A stipend commensurate with assigned duties will be provided.
From the university: Full support for travel expenses.

8. Application Deadline

May 29, 2026 (Fri) 17:00 (JST)

9. Eligibility Requirements

- (1) Applicants must have a strong motivation to work overseas and be in good physical and mental health.
- (2) Applicants must be enrolled in a regular degree program at Hiroshima University at the time of application and throughout the internship period.
- (3) Applicants must possess the ability to carry out assigned duties smoothly and effectively.
- (4) Applicants must be able to obtain the visa(s) required for the host location.

10. Application Procedure

Please submit the required documents listed below by email to the Global Initiatives Group:
kokusai-suisin@office.hiroshima-u.ac.jp
Please use the following subject line: "Global Internship Application (ADB CRM)"

11. Required Documents

- (1) Internship Application Form and Statement of Purpose (Form 1)
- (2) Copy of an English proficiency test score report (if available)
- (3) Consent Form from Academic Advisor (Form 2) (in English or Japanese)
- (4) Academic Transcript (English version)
- (5) Curriculum Vitae (free format; in English)

12. Selection Process

Document screening and interviews will be conducted by faculty members of the IDEC Institute for International Collaboration, followed by an interview conducted by ADB CRM.

13. Schedule

Early July 2026:

- Final selection of candidates

- Mandatory participation in the pre-departure lecture on overseas travel

- Begin travel preparation (visa application procedures, flight arrangements, vaccinations, enrollment in overseas travel insurance, etc.)

From August 2026 onward:

- Start of the internship

After completion of the dispatch:

- Submission of the Internship Achievement Report and other required documents

- Presentation at debriefing sessions, etc.

Please note that additional recruitment may be conducted depending on the number of applications received and the overall