Title: 1 Internship (ECCE012020)
Domain: Education
Organization: IBE - UNESCO
Type of contract: Unpaid
Duration of contract: 4 months
Deadline (midnight, Geneva time): 6 February 2020
Application to be sent to: International Bureau of Education, Geneva
administration@ibe.unesco.org

OVERVIEW OF THE FUNCTIONS OF THE POST

The incumbent, under the overall authority of the IBE Director and the direct supervision of the Senior Fellow in Early Childhood Care and Education (ECCE) at the IBE, will assist in:

- Improving the IBE’s ECCE prototype system document, in particular with regard to
  - drafting inputs to and editing the main document;
  - improving evidence;
  - other matters related to the development and promotion of the document
- Documenting challenges in ECCE in eSwatini, Cameroun, Rwanda and Lao PDR
- Any other ECCE-related tasks that may arise

REQUIRED QUALIFICATIONS

EDUCATION
Graduate Degree or currently enrolled in a Graduate Degree, ideally in Education and Early Childhood-related field.

SKILLS/COMPETENCIES

- Familiarity with Early Childhood matters (ideally in Education sector)
- Proficiency in using Microsoft Word, Excel and PowerPoint
- Familiarity with social media
- Familiarity with data management would be an asset

LANGUAGES

- Excellent English language skills and a good working knowledge of French would be an asset

BENEFITS AND ENTITLEMENTS

This is a unique opportunity to receive a hands-on overview of the IBE projects. While the internship is primarily focused on ECCE as the area of expertise, it also offers a broad understanding of UNESCO work mechanisms. Please note that this internship is unpaid. The intern is responsible for all expenses related to the internship, including lodging, meals and transportation to and from Geneva. The intern must be self-insured through a medical provider valid in Switzerland.

HOW TO APPLY

To apply, please send a letter of application and your CV in UNESCO’s preferred format, in English, quoting reference number (ECCE012020) to the International Bureau of Education (IBE - UNESCO), by email to administration@ibe.unesco.org Application files should reach the IBE before midnight (Geneva time) on the 6 February 2020.

Only candidates selected for interview will be contacted.

UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.