OVERVIEW OF THE FUNCTIONS OF THE POST

The incumbent, under the direct supervision of Simona Popa, Program Specialist, Knowledge Creation and Management in Curriculum, Learning and Assessment, will provide support for the IBE Documentation Center projects and activities.

Typical responsibilities include the following:

- Perform quality control tasks on catalogue records
- Analyse digitized textbooks to ensure that they adequately represent their physical originals
- Shelve and store books accordingly
- Assist with the setting up of IBE international events and publication launches
- Perform other project-related tasks as requested.

REQUIRED QUALIFICATIONS

**EDUCATION**

- Currently enrolled in a graduate degree, ideally in Library Sciences, social sciences, or a related field

**SKILLS/COMPETENCIES**

- Demonstrated abilities and interest
- Creative open-minded team player with strong initiative and willingness to learn
- Strong interest in publications and research and in the work of UNESCO IBE
- Library experience would be an asset

**LANGUAGES**

Excellent English or/and French language skills; knowledge of other UN languages would be an asset.

BENEFITS AND ENTITLEMENTS

This is a unique opportunity to be exposed to the UNESCO IBE’s work and to hone library experience and communication and research skills. 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.

HOW TO APPLY

To apply, please send a letter of application and your CV to: International Bureau of Education (IBE), Administrative Unit, C.P. 199, 1211 Genève 20 / Fax: +(41) 22 917.78.01 / or by email to administration@ibe.unesco.org. Application files should reach the IBE before midnight (Geneva time) on 4 January 2021.

Only candidates selected for interview will be contacted.