OVERVIEW OF THE FUNCTIONS OF THE POST

The incumbent, under the overall authority of the Director of IBE and the direct supervision of Simona Popa, Program Specialist, Knowledge Creation and Management in Curriculum, Learning and Assessment, will carry out the following tasks:

- Supporting the overall work of the Knowledge Creation and Management program
- Assisting with the setting up of IBE international events and publication launches
- Prospecting research grants, funding opportunities, and fundraising strategies
- Copy-editing and proofreading manuscripts, as needed
- Helping with general administrative work.

REQUIRED QUALIFICATIONS

**EDUCATION**
- Currently enrolled in a graduate degree, ideally in social sciences or humanities

**SKILLS/COMPETENCIES**
- Creative open-minded team player with strong initiative and willingness to learn
- Strong interest in the work of UNESCO IBE
- Copy editing and/or proofreading experience would be an asset.

**LANGUAGES**
- Excellent English (native/near native) language skills; knowledge of another UN official language would be an asset.

BENEFITS AND ENTITLEMENTS

This is a unique opportunity to receive a hands-on overview of the IBE’s work, with a special focus on Knowledge Creation and Management, including publications, projects, international events, and documentation center activities. 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.