Title: Intern  
Domain: Education  
Grade: N/A  
Organization: IBE Geneva-Office of Director  
Type of contract: Unpaid  
Duration of contract: 4 – 6 months  
Deadline (midnight, Geneva time): 2 April 2015  
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 and supervision of the IBE Director, will carry out the following tasks:
- Assisting the Director in the preparation of documents and presentations and drafting of background research;
- Assisting the Director in the systematization, analysis and reporting of data relating to IBE activities and tracing of impacts;
- Assisting the Director in conducting the communication work of the Executive Office of the IBE and build the image of the IBE by communicating the high profile work of the Executive Office;

REQUIRED QUALIFICATIONS

EDUCATION
- Advanced University Degree (Master level or equivalent) in Education, Curriculum, Pedagogy or related-issues
- Background or interest in education and curriculum

SKILLS/COMPETENCIES
- Excellent and persuasive oral communications and writing skills, and excellent computer skills.
- Capacity to work effectively in teams and in a multicultural working environment.

LANGUAGES
- Excellent knowledge of English and French; knowledge of another UN official language would be an asset.

BENEFITS AND ENTITLEMENTS

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 in UNESCO’s preferred format, in English, to the 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 2nd of April 2015.

Only candidates selected for interview will be contacted.