**Title:** Internship-10-DirOffice  
**Domain:** Education  
**Grade:** N/A  
**Organization:** IBE Geneva  
**Type of contract:** Unpaid  
**Duration of contract:** 4 – 6 months  
**Deadline (midnight, Geneva time):** 9 June 2015  
**Application to be sent to:** International Bureau of Education, Geneva [administration@ibe.unesco.org](mailto:administration@ibe.unesco.org)

### OVERVIEW OF THE FUNCTIONS

The incumbent, under the overall authority of Ms Mmantsetsa Marope, Director of the IBE, and direct supervision of Ms Elisabeth Glauser, Assistant of the Director, will provide support for:
- travel, meeting and event arrangements; managing calendars; filing;
- other administrative duties such as drafting letters, proofreading and copyediting documents; preparing reports and presentations; receiving and directing visitors

### REQUIRED QUALIFICATIONS

**EDUCATION**  
Currently enrolled in a graduate (or undergraduate) degree, ideally in administrative management, or a related field

**SKILLS/COMPETENCIES**
- Excellent oral and written communication and writing skills, and strong computer and Internet research skills
- Demonstrated organizational skills and flexibility
- Creative open-minded team player with strong initiative and willingness to learn
- Capacity to work effectively in teams and in a multicultural working environment

**LANGUAGES**
- Excellent English language skills and a good working knowledge of French

### 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, quoting **reference number: 2015-10-DirOffice**, 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](mailto:administration@ibe.unesco.org) Application files should reach the IBE **before midnight (Geneva time) on 9 June 2015**.

Only candidates selected for interview will be contacted.