Title: Internship-11-Comm  
Domain: Education/ Communication  
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

OVERVIEW OF THE FUNCTIONS

The incumbent, under the overall authority of Mr Massimo Amadio, and the direct supervision of Hanspeter Geisseler will carry out the following tasks:

Support the development and implementation of the IBE communication, as well as online communities/platforms to facilitate engagement and enable collaboration.

- Assist with the writing, editing and design of communication materials, including the news, event announcements, stories, blogs, and other targeted communications, and assist with the drafting, designing and editing of documents (factsheet, reports, brochures, etc.)
- Enter and/or review relevant news, documents, events, jobs, news and policy into the IBE content management system for publication on the website (keyword selection, abstract writing in English [other languages, if applicable], and web formatting).
- Assist with social media outreach, document good practices and write user guides.
- Assist in the maintenance and control the quality in the services offered to users, report bugs or problems.
- Support, and participate in, other information management related tasks and projects matching academic background and linked to the development of IBE knowledge products and services.

REQUIRED QUALIFICATIONS

EDUCATION  
Degree in any of the following disciplines: Communication; Education

SKILLS/COMPETENCIES
- Knowledge of specific subject areas: Digital campaigns, social media and blogging; Education/curriculum.
- Good mastery of Microsoft Office programme (Word, Excel, Power Point, Outlook)
- Experience in online/digital communication and/or community management would be an asset.
- Capacity to work effectively in teams and in a multicultural working environment.

LANGUAGES
Excellent knowledge of either English or French, knowledge of any other UN language, in particular Spanish, is 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, quoting reference number: 2015-11-Comm, 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 9 June 2015.

Only candidates selected for interview will be contacted.