Title: Intern
Domain: Education/ Media
Grade: N/A
Organization: IBE Geneva
Type of contract: Unpaid
Duration of contract: 4 – 6 months
Deadline (midnight, Geneva time): 10 April 2015
Application to be sent to: administration@ibe.unesco.org

OVERVIEW OF THE FUNCTIONS
The incumbent, under the overall authority of Mr Massimo Amadio, will carry out the following tasks:
Support the development and implementation of the IBE online communities/platforms to facilitate engagement and enable collaboration.
Assist and advise the moderators of the community, document good practices and write user guides.
Plan and implement campaigns and activities and monitor/listen to users in order to learn about issues and trends in the field of curriculum.
Establish contacts with other institutions in order to build partnerships between communities.
Assist in the maintenance and control the quality in the services offered to users, report bugs or problems.
Write, translate and edit news content and information material in Spanish, ensuring that content is relevant to the target audience.

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 community management would be an asset.
- Capacity to work effectively in teams and in a multicultural working environment.

LANGUAGES Excellent knowledge of Spanish, and a good working knowledge of either English or 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: 2015-3 SocMedia-MA, 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 10th of April 2015.

Only candidates selected for interview will be contacted.