OVERVIEW OF THE FUNCTIONS

The incumbent, under the overall authority Mark Mason, Senior Programme Specialist in research and publications, will carry out the following tasks and provide support for and assistance with:

- the research and publications programme at the IBE;
- the creation of a database of national partners; and
- the management of the IBE’s publication archive.

REQUIRED QUALIFICATIONS

EDUCATION

− At least a Bachelor’s, and preferably a Master’s, degree in Education or a related field.

SKILLS/COMPETENCIES

− Capacity to work independently and accurately, with careful attention to detail.
− A motivated, enthusiastic, energetic and quick learner with initiative.
− Capacity to work effectively in teams and in a multicultural working environment.

LANGUAGES

− Excellent knowledge of English; knowledge of French 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, quoting reference number: 2015-4 Publications-MM, 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.