**Title:** Internship-9-PUB  
**Domain:** Education (Publications)  
**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, Senior programme specialist in charge of KCMCL and direct supervision of Ms Simona Popa, project officer, will carry out the following tasks and provide support for and assistance with:

- Developing IBE publications and annual reports
- Setting up IBE international events and publication launches
- Research and publication funding and partnerships

### REQUIRED QUALIFICATIONS

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

**SKILLS/COMPETENCIES**

- Demonstrated research abilities and interest
- Creative open-minded team player with strong initiative and willingness to learn
- Strong interest in publications and research and in the work of UNESCO IBE
- Good mastery of Microsoft Office programme (Word, Excel, Power Point, Outlook)
- 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: 2015-9-PUB, 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.