

Title: One Internship
Domain: Education
Grade: N/A
Organization: IBE - UNESCO
Type of contract: Unpaid
Duration of contract : 4 – 6 months
Deadline (midnight, Geneva time): 30 August 2020
Application to be sent to: International Bureau of Education, Geneva
l.ji@unesco.org

OVERVIEW OF THE FUNCTIONS OF THE POST

The incumbent, under the overall authority of the IBE Director and the direct supervision of the Assistant Programme Specialist in charge of the Innovation and Leadership in Curriculum, Learning and Assessment Department at the IBE, will assist in:

- IBE publications such as the In Progress Reflections issues (<http://inprogressreflections.ibe-unesco.org/>), the Global Curriculum Network Newsletters, in particular regarding collating and editing written outputs, layout, as well as timely online posting
- drafting communications to the Global Curriculum Network
- managing the Global Curriculum Network database, keeping contacts and statistics up-to-date
- drafting background research
- the preparation of meetings, presentations or other relevant documentation
- other specific tasks associated with the Department

REQUIRED QUALIFICATIONS

EDUCATION Graduate Degree or currently enrolled in a Graduate Degree, ideally in Education, Curriculum, Pedagogy, or a related field

SKILLS/COMPETENCIES

- Excellent oral and written communication skills and strong computer skills
- Demonstrated research and analytical skills
- 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 another UN Official language would be an asset

BENEFITS AND ENTITLEMENTS

This is a unique opportunity to receive a hands-on overview of the IBE projects. While the internship is primarily focused on curriculum and learning as the area of expertise, it also offers a broad understanding of UNESCO work mechanisms. 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, to the International Bureau of Education (IBE - UNESCO), by email to l.ji@unesco.org Application files should reach the IBE **before midnight (Geneva time) on the 30 August 2020.**

Only candidates selected for interview will be contacted.