Title: Internship at the UNESCO-IBE, Geneva, Switzerland
Domain: Education
Grade: N/A
Organization: International Bureau of Education (UNESCO-IBE)
Type of contract: Unpaid
Duration of contract: 3 – 6 months
Deadline (midnight, Geneva time): January 31st 2023
Application to be sent to: l.ji@unesco.org

BACKGROUND

UNESCO’s International Bureau of Education (UNESCO-IBE, or “the IBE”) is a global center of excellence in curriculum and related matters based in Geneva, Switzerland. The IBE’s 2023 Programme of Activities is conceived in line with its renewed mandate and Medium-Term Strategy (2022-2025), which entails consolidating and synergizing UNESCO’s work on curriculum, fostering a forward-looking vision to contribute to equitable and inclusive education and sustainable development for all.

In this framework, the “Curriculum Transformation, Norms and Capacity Development” Unit will support, amongst others, the implementation of the Programme Strategic Axis I (Capacity Development), Axis II (Knowledge Creation and Management) and Axis III (Outreach and advocacy). The intern will support the Head of Unit assuming specific tasks.

OVERVIEW OF THE FUNCTIONS OF THE POST

The incumbent, under the overall authority of the IBE Director and the direct supervision of the Head of Unit “Curriculum Transformation, Norms and Capacity Development” at the IBE, will assist in:

- Drafting background research, concept notes and ToRs;
- The preparation of meetings, presentations, planning, reporting, and other relevant documentation;
- Ongoing projects on the IBE’s Programme Strategic Axis I - Capacity Development:
  a. Technical Assistance (TA): Support countries and educational institutions in curriculum processes under the Unit, such as South Sudan, Côte d’Ivoire, International School of Geneva, etc.;
  b. Training: Support the work on the Regional Master’s in Curriculum with partner universities and other IBE training activities under the Unit;
- Ongoing projects on the IBE’s Programme Strategic Axis II – Knowledge Creation and Management: support research projects under the Unit, such as comparative analyses of curriculum approaches;
- Ongoing projects on the IBE’s Programme Strategic Axis III – Outreach and Advocacy: support the organization of events, conferences and fora under the Unit;
- Drafting communications to the IBE’s professional contacts and the Unit’s activities on social media as appropriate;
- Other specific tasks associated with the Unit and IBE at large.

Physical presence is required for this internship.

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 French would be an asset

**LEARNING OBJECTIVES**

The learning objectives of the internship include:

- Deeper understanding of curriculum theories and practices
- Deeper understanding of the IBE’s mandate, Medium-Term Strategy, annual work plan, and the Unit’s activities
- Understanding of the operational modalities of the IBE’s daily work
- Better research and drafting skills
- Adequate application of the understanding and skills in the assigned tasks

**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 English to Ms Lili Ji lji@unesco.org, Head of Unit “Curriculum Transformation, Norms and Capacity Development”, International Bureau of Education (UNESCO-IBE). Application files should reach UNESCO-IBE before midnight (Geneva time) on January 31st 2023.

Only candidates selected for interview will be contacted.