Title: Internship (Office of the Director)
Domain: Education
Reference: 2023-03-DIR
Organization: UNESCO International Bureau of Education (UNESCO-IBE)
Type of contract: Internship
Duration: Up to 6 months
Deadline (midnight, Geneva time): 15 March 2023

OVERVIEW OF THE FUNCTIONS OF THE POST

Background

As a specialized Category 1 Institute, the International Bureau of Education (IBE) is an integral part of UNESCO. It is the International Centre of Excellence in Curriculum and Learning and is valued for its specialist knowledge, expertise and networks, and for providing curriculum support services that include up-to-date, evidence-based information and technical assistance to UNESCO Member States. The IBE offers strategic advice, technical assistance tailored to specific country needs, short and long term capacity-building opportunities, and provides access to cutting edge knowledge in the field of curriculum and learning.

Work assignment

Under the overall authority of the Director of UNESCO-IBE and within the general assignment of support the IBE, the intern will undertake the following duties:

Typical responsibilities include the following:

- Assists in managing the Director's agenda and travel arrangements: schedule/reschedule appointments, preparing meetings/events/seminars/missions with the required documentation (agenda, concept notes etc.), answering enquiries and receiving visitors;
- Participates in meetings and seminars and serves as secretary, as necessary (note taking, preparing minutes, follow-up on required actions);
- Assists in the follow-up on the preparation of correspondence, briefing note and reports, ensuring quality control for outgoing documents, proof-read, edit and review texts for adherence to format, grammar, punctuation and style, making informal translations;
- Creates graphically engaging presentations and materials;
- Undertake other tasks upon request of DIR/IBE.

REQUIRED QUALIFICATIONS

Age: You must be at least 20 years old to apply.

Academic qualifications: At the time of application:
Applicants in secretarial/assistant or technical/professional assignments must be enrolled in a secretarial school or in a specialized technical/professional institution and must have reached the last year of their studies or have recently graduated (within the last 12 months) from their school or institution.

Languages: Applicants must be proficient (written and spoken) in English and French. A working knowledge of other UNESCO working languages is an asset (Spanish, Arabic or Chinese).

Computer skills: You must have an excellent knowledge of computer systems and office-related software.

Team player: You should be able to work well in a team and adapt to an international working environment.

UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.
**Communication skills:**
You should possess strong interpersonal and communication skills.

**LEARNING OBJECTIVES**

The general learning objectives of the internship is to obtain professional experience in the field of assisting the Director of the IBE and to develop knowledge and understanding of the functioning and working methods of UNESCO. The specific learning objectives will be discussed with the intern in the beginning of the internship assignment.

**BENEFITS AND ENTITLEMENTS**

UNESCO does not remunerate interns. There is no compensation, financial or otherwise for internship assignments. Interns are entitled to 2.5 days of leave per month during their internship.

**HOW TO APPLY**

Please send your cover letter and CV to the International Bureau of Education (UNESCO-IBE), reference number **2023-03-DIR**, C.P. 199, 1211 Genève 20, Fax: +(41) 22 555.06.46 or by email at bie.administration@unesco.org before 15 March 2023.
Please indicate your availability: Immediate, 1 month, more than 1 month.

The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview.

UNESCO uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.

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