

▶ How do I Apply?

Applications for internships and attachments should be sent to the Administrative Officer of the Centre at

apply@unevoc.unesco.org

at least three months prior to the intended start of the assignment.

Participants, subject to citizenship and residence status, may have to obtain their **visa** for Germany (preferably a multi-entry "Schengen visa" if they intend to travel during their stay at the Centre). The visa will, as a rule, be obtained through the German Embassy in the home country or country of residence of the individual, prior to arrival in Germany.

Upon approval of the internship or attachment, participants are responsible for making their own **travel arrangements** to and from Bonn.

▶ Where do I get Further Information?

Interested individuals are encouraged to visit the website of **UNESCO-UNEVOC** at

www.unevoc.unesco.org

or to request written documentation on the work of UNESCO-UNEVOC at the address overleaf.

The private website www.howtogermy.com provides a broad range of information for English-speakers who want to know more about **how to live and work in Germany**.

UNESCO-UNEVOC

UNESCO-UNEVOC is UNESCO's specialised centre for technical and vocational education and training (TVET).

From its location in Bonn, Germany, it serves UNESCO Member States worldwide to develop and strengthen TVET.

It mainly focuses on:

- Promoting best and innovative practices in TVET,
- Developing TVET systems,
- Improving access to TVET, and
- Assuring quality of TVET.

UNESCO-UNEVOC focuses on meeting the needs of developing countries, countries in transition and those in a post-conflict situation, especially for youth, girls and women, and the disadvantaged.

UNESCO-UNEVOC uses tools such as:

- Networking,
- Knowledge sharing and publications,
- Interagency collaboration and partnerships,
- Advisory services, and
- Training and human resources development.

The most prominent of its networks is the UNEVOC Network, which consists of more than 270 specialised TVET institutions in more than 160 countries.



Further Information

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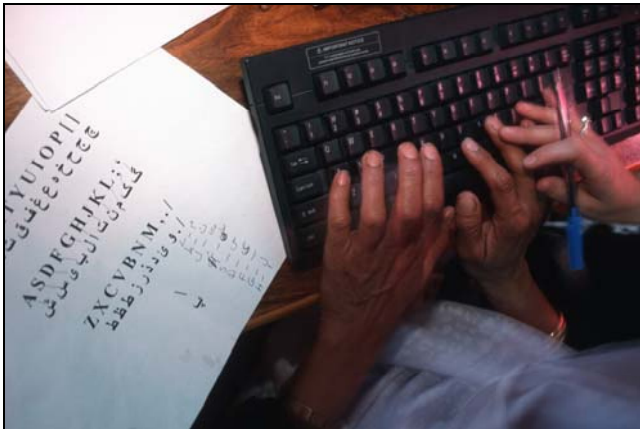
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Internships and Attachments

▶ Which Programmes Exist?

UNESCO-UNEVOC (hereafter referred to as "the Centre") in Bonn, Germany, provides schemes for individuals to work with the Centre for limited periods of time. Depending on the target group, they are called **Internships** or **Attachments**.

Internships can be arranged for individuals who typically are at a late stage of their initial education and training. Such internships provide an opportunity to gain general work experience and to be exposed to the work environment of an international organisation. In many cases it is also the first exposure to working and living abroad. For the Centre, the main purposes are to broaden the scope of its international team and to obtain support for the performance of its ongoing work.



Attachments are available for individuals who wish to work at a professional level in the fields of competence of the Centre. They can be academics or senior experts on sabbatical leave, or retired persons. The purpose of an attachment is mainly to provide an opportunity for the individual to contribute to the planning, implementation and evaluation of the Centre's activities. Attachments can vary considerably in terms of content, subject to the participants' professional profile and interests.

For participants in both the internship and attachment programmes, the Centre makes every effort to match the interests of the participants with those of the Centre.

▶ What are the Conditions?

Unless agreed otherwise, the working hours and holidays of the Centre's local staff as well as other work related rules and regulations apply to participants in the internship and attachment programme. For extended periods of assignments, arrangements for leave periods can be made.



Assignments should, as a rule, cover a minimum duration of two months in order to attain their objective. However, internships for a shorter period might be considered depending upon the particular task to be undertaken. They can be arranged on a full- as well as on a part-time basis, but they should cover at least 50 % of regular working hours.

While work is normally performed at the location of UNESCO-UNEVOC in Bonn, participants might exceptionally be requested to travel at the expense of the Centre.

Participants in the schemes are responsible for finding and contracting accommodation in Bonn. The Centre is available to assist in finding interim accommodation, and to advise on contractual arrangements.

Participants must ensure their own health, accident and other relevant insurance, as there is no such coverage by the Centre.

Towards the end of their assignments, participants are expected to produce written **summary reports** on their work experience and achievements.

▶ Who Can Apply?

Participants are expected to demonstrate their **commitment** to the overall objectives of UNESCO, their ability to work within an international team, and their dedication to contribute to the mission of UNESCO-UNEVOC.

Interpersonal and communication skills – written and verbal – and respect for diversity in cultural backgrounds, are particularly important prerequisites for any work carried out at the Centre.

The main **working language** at the Centre is English. An excellent working knowledge of English is therefore indispensable. A good knowledge of French, or any of the other official UNESCO languages (Arabic, Chinese, Russian and Spanish) would be an asset.

Since much of the Centre's work is performed on computers and involves using the Internet, **computer and Internet literacy** are essential.

The Centre does not provide remuneration for internships and attachments. Participants might therefore wish to seek **sponsorship** for their assignment from public or private institutions, e.g. from a government, educational institution, or under a scholarship scheme from either their home country or country of residence.

UNESCO is an equal opportunity organisation. The Centre is interested in receiving participants from a **variety of cultural backgrounds**, and seeks to achieve an overall gender balance. There is no discrimination on grounds of race, colour, gender, religion, or national or social origin.

Individuals with **special needs** are eligible, subject to the availability of feasible arrangements.

