Terms of Reference
Internship Inclusion and Youth

Assignment

Under the direct supervision of the Programme Officer, the intern will perform the following functions:

- Support the organization of the Inclusion and Youth activities, including the UNEVOC TVET Leadership Programme, by monitoring communication with participants, collecting material, and other means;
- Undertake desk research on inclusion and entrepreneurial learning in TVET;
- Assist in the preparation of presentations, including collecting and organizing information and data;
- Update Africa network engagement work;
- Assist in the organization of events, meetings, seminars, workshops and conferences;
- Any other tasks assigned by the supervisor or the Head of Office.

Qualifications and competencies

- Advanced stage of university studies in a relevant discipline, e.g., education studies, economics, public management, international relations, political and social sciences or other related fields;
- Genuine interest in the field of international education. Interest and experience in TVET and UNESCO priority areas (Gender and Africa) are desirable;
- Excellent team player: reliable, good communication and interpersonal skills, ability to work in a multicultural environment;
- Analytical and problem-solving skills: comfortable with Excel and data analysis, with an ability to efficiently prepare and deliver accurate metrics/indicators;
- Familiarity with Sustainable Development Goals and Agenda 2030 is desirable;

Eligibility

- At the time of your application to the internship programme, you must be enrolled at a university. (Master’s programme or final year of Bachelor’s programme)

Language skills

- Must have an excellent command, both written and spoken, of English. A working knowledge of French, Spanish or another official UN language is desirable.
Timeframe

- Duration of internship: 3 to 6 months
- Closing date of applications: 15 June 2023
- Preferred starting date: As soon as possible

Application and selection process

Interested candidates should submit their CV and a letter of motivation to unevoc.hr@unesco.org with the subject line ‘Internship Inclusion and Youth YOUR NAME’ by 15 June 2023. Please note that this is an unpaid internship, with the possibility of undertaking and completing the internship remotely.