Vacancy Announcement

Knowledge Management and Communications Intern

The UNESCO-UNEVOC International Centre for Technical and Vocational Education and Training (TVET) in Bonn is currently looking for an intern to assist the Knowledge Management team. The main responsibilities will be to support the development of content for UNESCO-UNEVOC’s website and social media campaigns. The intern shall also provide general support on other Knowledge Management activities.

Under the direct supervision of the KM team, the intern shall assist in:

- Strengthening the UNESCO-UNEVOC International Centre’s existing online communication tools, including the website, newsletters, social media etc.;
- Assist in the general development (content and visuals) and updating of the UNEVOC website, including the homepage and thematic pages, in close collaboration with the ICT team;
- Any other knowledge management activity or activities related to the work of the Centre as need arises.

Qualifications

Advanced stage of university studies (at Master’s level) in a relevant discipline, e.g. Public Relations, Media Studies, International and Development Studies, Communications etc.

Required skills & experience

- Excellent communication skills;
- Excellent organizational skills;
- Research experience;
- Experience developing social media content;
- Excellent command of English is compulsory, knowledge of other UN languages would be an asset;
- Strong computer skills including the use of standard software office applications such as Microsoft Office and Adobe Acrobat Suite;
- Ability to meet deadlines and work independently;
- Ability to work in a multicultural team.

Closing date for applications: 20 February 2020

The Centre does not provide remuneration for internships.

Interested candidates are invited to send a CV and motivation letter to: unevoc.hr(at)unesco.org

For further information on internships, please consult here.