Vacancy Announcement

BILT project Intern, home-based

The UNESCO-UNEVOC International Centre for Technical and Vocational Education and Training (TVET) is currently looking for an intern to support the Bridging Innovation and Learning in TVET (BILT) project, particularly the organization of the BILT Learning Summit in December 2021.

Under the direct supervision of the BILT Project Officer, the intern is expected to:

• Assist in planning and organizing the BILT Learning Forum taking place in December 2021;
• Assist in drafting communication measures and support the promotion of the event;
• Prepare information and content for the BILT Learning Forum webpage, the conference programme and other related materials and resources;
• Support the identification of speakers and of innovative practices to be showcased in the event;
• Support the organization of speakers onboardings;
• Support the event evaluation and follow-up;
• Support any other tasks as may be assigned.

Qualifications

Candidates must be enrolled in a graduate or post-graduate degree programme at university and be at an advanced stage of studies in a relevant discipline, e.g. Project Management, Event Management, International Relations, Education Management, and/or other related fields.

Required skills and experience

• Excellent communication and organizational skills;
• Excellent command of written and spoken English, working knowledge of French would be an asset;
• Strong computer skills including the use of standard software applications such as Microsoft Office and Adobe Acrobat;
• Ability to meet deadlines and multitask effectively;
• Ability to self-organize and to work autonomously;
• Ability to work in a multicultural team;
• Ability to pay attention to detail;
• Interest or experience in the field of international education, TVET and sustainable development;
• Experience in event management is desirable.

Closing date for applications: **30 July 2021**
• The Centre does not provide remuneration for internships.
• The internship will be remote (home-based) with working hours in CET. The candidate is expected to have a good internet connection and technical equipment that allows for remote working.
• The duration of the internship is 1 September 2021 to 31 December 2021; subject to individual arrangement between the selected candidate and the BILT team.

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