

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](mailto:unevoc.hr@unesco.org)