

Vacancy Announcement

Internship with the UNEVOC Network Secretariat

The UNESCO-UNEVOC International Centre for Technical and Vocational Education and Training (TVET) in Bonn, Germany is currently looking for an intern to assist the UNEVOC Network Secretariat.

The UNEVOC Network is an inclusive, global learning network of institutions and organizations involved in technical and vocational education and training (TVET) in UNESCO's Member States. It is made up of over 225 TVET institutions in more than 145 countries. These institutions are called UNEVOC Centres and contribute to improving the standards and quality of TVET systems around the world. The UNESCO-UNEVOC International Centre is the hub of the UNEVOC Network.

Under the direct supervision of the Head of the UNEVOC Network Secretariat, the intern shall perform the following duties and responsibilities:

- Assist in the preparation of events, meetings, seminars, workshops and conferences;
- Support the operational organization of the UNEVOC Network's flagship activities, especially the leadership programme and the co-action initiative, by monitoring communication with participants and collecting materials, and other means;
- Assist in the preparation of presentations, including collecting and organizing information and data;
- Support the review of the archiving system of the UNEVOC Network;
- Undertake desk research on TVET institutions and bodies;
- Support the tracking of activities of UNEVOC Centres; and
- Any other task assigned.

Qualifications and experience

- Advanced stage of university studies in a relevant discipline, e.g. education studies, public management, international relations, political and social sciences or other related fields;
- Interest in the field of international education and/or TVET, international collaboration and networking is desired;
- Good communication skills, interpersonal skills research and analytical skills and willingness to learn; and
- Ability to work in a multicultural team.

Eligibility

- At the time of your application to the internship programme, you should be enrolled at a university.

Language skills

- You should have an excellent command, both written and spoken, of English. A working knowledge of French and/or Spanish or another official UN language is an advantage.

Timeframe

- Duration of internship: 3 to 6 months
- Closing date of applications: 22 May 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\(at\)unesco.org](mailto:unevoc.hr(at)unesco.org) with the subject line 'Internship_UNEVOC NETWORK_YOUR NAME' by **22 May 2023**.

Please note that this is an unpaid internship, with the possibility of undertaking and completing the internship remotely.
