

# Vacancy Announcement

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## Knowledge Management and Information Technology 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 and Information Technology (KMIT) team. The main responsibilities will be to assist in the development of content for the UNESCO-UNEVOC website and to contribute to promotional campaigns. The intern shall also provide general support on other KMIT services.

Under the direct supervision of the KMIT team, the intern shall:

- Contribute to strengthening the UNESCO-UNEVOC International Centre's existing communication tools, including the quarterly newsletter, event articles, social media content etc.
- Assist in processing and tagging submissions received as part of the annual UNESCO-UNEVOC photo competition
- Assist in organizing and categorizing existing photos in the online database
- Support general updating (content and visual) of the UNEVOC website
- Any other activities related to the work of the Centre as the need arises.

## Qualifications

Advanced stage of university studies (at Master's level) in a relevant discipline, e.g. Education, Public Relations, Multimedia Development, IT and Communications, International and Development Studies, Social Sciences etc.

## Required skills and experience

- Excellent communication and organizational skills
- Excellent command of written and spoken English is compulsory; knowledge of Spanish would be an asset
- Strong computer skills including the use of standard software applications such as Microsoft Office and Adobe Acrobat
- Good internet connection; technical equipment that allows for remote working
- Familiarity with video conferencing software such as Microsoft Teams
- Ability to meet deadlines and multitask effectively
- Ability to work in a multicultural team



United Nations  
Educational, Scientific and  
Cultural Organization

UNEVOC

International Centre  
for Technical and Vocational  
Education and Training

Closing date for applications: **30 October 2020**

The Centre does not provide remuneration for internships.

Interested candidates are invited to send a CV and motivation letter to: [unevoc.hr@unesco.org](mailto:unevoc.hr@unesco.org)

For further information on internships, please consult [here](#).