

Network and Research 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 UNEVOC Network team.

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 consists of about 250 TVET institutions and organizations called UNEVOC Centres. The UNESCO-UNEVOC International Centre is the main hub of the UNEVOC Network.

Under the direct supervision of the Senior Programme Expert, the intern shall perform the following functions:

- Assist in the planning and preparation phase of the 2019 UNEVOC TVET Leadership Programme in Bonn, Germany (24 June-5 July, tbc), including logistical support, preparation of communication, PR and programme materials;
- Provide support to participants and lecturers throughout the 2019 UNEVOC TVET Leadership Programme in Bonn;
- Prepare an implementation report of the 2019 UNEVOC TVET Leadership Programme based on the content discussed;
- Support the work of the UNEVOC Network Secretariat, including updating the network database and communication with the Network;
- Development of visually attractive presentations;
- Improving the user experience of UNEVOC's web-based Network resources;
- Support the organization of other Network related events;
- Carry out background research as needed;
- Any other task assigned by the supervisor and/or the Head of Office.

Qualifications

Advanced stage of university studies (at master's level) in a relevant discipline, e.g. education, public relations, public management, international relations, International and Development Studies, Industrial and Labor Relations, business administration, IT and communications, or social sciences etc.;

Interest or experience in the management of institutional networks and databases, in the field of international education, and TVET.

Required skills & experiences

- Excellent communication skills and public relations;
- Excellent organization skills;
- Research experience;
- Excellent command of written and spoken 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 Word, Excel, Power Point and internet browsers;
- Ability to meet deadlines and work independently;
- Ability to pay attention to detail;
- Ability to work in a multi-cultural team;

- Experience with developing online tools and services is an asset.

Candidates must be enrolled at university in a master's programme or a comparable programme in order to be eligible for the internship.

Duration of the internship: **3 to 6 months** (May, June, July 2019 must be covered)

Closing date for applications: **25 December 2018**

Preferred starting date: **As soon as possible, but latest 15 May 2019**

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

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