

Terms of Reference Internship Inclusion and Youth

Assignment

Under the direct supervision of the Programme Officer, the intern will perform the following functions:

- Support the organization of the Inclusion and Youth activities, including the UNEVOC TVET Leadership Programme, by monitoring communication with participants, collecting material, and other means;
- Undertake desk research on inclusion and entrepreneurial learning in TVET;
- Assist in the preparation of presentations, including collecting and organizing information and data;
- Update Africa network engagement work;
- Assist in the organization of events, meetings, seminars, workshops and conferences;
- Any other tasks assigned by the supervisor or the Head of Office.

Qualifications and competencies

- Advanced stage of university studies in a relevant discipline, e.g., education studies, economics, public management, international relations, political and social sciences or other related fields;
- Genuine interest in the field of international education. Interest and experience in TVET and UNESCO priority areas (Gender and Africa) are desirable;
- Excellent team player: reliable, good communication and interpersonal skills, ability to work in a multicultural environment;
- Analytical and problem-solving skills: comfortable with Excel and data analysis, with an ability to efficiently prepare and deliver accurate metrics/indicators;
- Familiarity with Sustainable Development Goals and Agenda 2030 is desirable;

Eligibility

- At the time of your application to the internship programme, you must be enrolled at a university. (Master's programme or final year of Bachelor's programme)

Language skills

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



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Education and Training

Timeframe

- Duration of internship: 3 to 6 months
- Closing date of applications: 15 June 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@unesco.org with the subject line '**Internship Inclusion and Youth YOUR NAME**' by 15 June 2023. Please note that this is an unpaid internship, with the possibility of undertaking and completing the internship remotely.