

# Vacancy Announcement

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## Knowledge Management and Communications Intern

The UNESCO-UNEVOC International Centre for Technical and Vocational Education and Training in Bonn, Germany is currently looking for an intern to assist the Knowledge Management and IT team. The main responsibilities will be to support the development of content for UNESCO-UNEVOC's website, reports and social media campaigns. The intern shall also provide general support on other knowledge management activities.

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

- Strengthening UNESCO-UNEVOC's existing online communication tools, including the website, newsletters, social media, etc.;
- Review, updating and migration of current web content to a new platform;
- General development (content and visuals) for communications campaigns, webpages and promotional material;
- Categorizing photos received as part of UNESCO-UNEVOC's annual photo competition;
- Carrying out background research for reports as needed; and
- Any other knowledge management activities related to the work of the International Centre as need arises.

### Qualifications and experience

- Advanced stage of university studies (at master's level) in a relevant discipline, e.g. Language Studies, Public Relations, Media Studies, International and Development Studies, Communications, etc.;
- Interest in the field of international education and/or technical and vocational education and training (TVET);
- Good communication skills, interpersonal skills research and analytical skills;
- Excellent organizational skills;
- Experience in developing social media content; 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: **19 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\(at\)unesco.org](mailto:unevoc.hr(at)unesco.org) with the subject line 'Internship\_KMIT\_YOUR NAME' by **19 June 2023**.

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