

Background

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 team. The core-mission will be to build, plan and execute an evaluation of the TVETipedia glossary, one of UNESCO-UNEVOC online-services.

The TVETipedia glossary gathers 600 TVET terms and 1000 definitions from 100 sources worldwide. Before further developing the service, the Centre would like to better know the profiles and expectations of its users. The evaluation would need to be based on qualitative as well as quantitative data.

Under the direct supervision of the TVETipedia development team, the intern shall perform the following duties and responsibilities:

Assist in:

- Developing an evaluation of the TVETipedia glossary
 - Elaborating a protocol
 - Gathering qualitative and quantitative data
 - Producing a short report summing-up the findings, their analysis, and suggestions of actions
- Adding and developing content for TVETipedia (definitions, further reading articles...)
- any other knowledge management activity or activities related to the programme of work of the Centre as need arises and, where possible, according to personal interests
- any other task as assigned

Qualifications and experience:

- Advanced stage of university studies (at masters level) in a relevant discipline, e.g. education, sociology, public management, international relations, political science, social sciences etc.;
- Experience in evaluation/survey or any other process requiring the gathering of qualitative/quantitative data.
- Interest or experience in the field of international education, TVET;
- Excellent command of written and spoken English is compulsory; knowledge of other UN languages would be an asset;
- Good analytical skills, willingness to learn;
- Ability to pay attention to detail
- Ability to work in a multi-cultural team.

Language:

Excellent command of written and spoken English is compulsory. Knowledge of other UN languages would be an asset (in particular Arabic, French or Spanish).

Application

Email [c.schaulandt\(at\)unesco.org](mailto:c.schaulandt@unesco.org) with the subject line “2016 KM Internship – TVETipedia”

Include a cover letter attached to the email. The following should be included in the cover letter:

- brief expression of your interest;
- brief overview of qualifications/experience related to the internship position the applicant is applying for;
- specify the dates and time period the applicant is available to work.

Resume/CV attached to the email.