



Internship Training Area

IIEP-UNESCO LAC

Duration: 5 months (can be extended up to 6 months), starting on 3 June 2024.

Location: IIEP-UNESCO Office for Latin America and the Caribbean, Buenos Aires, Argentina.

Application Deadline: (Midnight Paris Time): 15 May 2024.

OVERVIEW OF THE FUNCTIONS OF THE POST

The International Institute for Educational Planning (IIEP) is a specialized institute of UNESCO with the mission of strengthening the capacities of Member States to plan and manage their education systems. The IIEP-UNESCO Office for Latin America and the Caribbean, established in 1998, has developed specific knowledge on the education systems of the region, which allows it to provide updated and contextualized information on key issues for the planning, management and evaluation of education policies.

One of the strategic objectives of the Office is to contribute to the development of training related to educational planning, by offering online courses, workshops, seminars, and conferences, aimed at enhancing the skills and competencies of education officials and specialists from the region, and advance the achievement of the Sustainable Development Goal 4 (SDG 4).

The intern will have the opportunity to support the work of the IIEP-UNESCO Office for Latin America and the Caribbean in the Training Area.

The specific tasks and responsibilities of the intern include:

- Provide support when required, participate in meetings and other tasks related to the Training Area, in order to become familiar with the work carried out by the Office.
- Systematization of the results of the evaluation surveys of regular and tailor-made training programmes and courses, also using as input the reports extracted from the Campus (Moodle platform).
- Collaborate with the creation, updating and editing of materials in the area (videos, reports, tutorials on the use of the platform)
- Provide support in mapping of organizations (such as ministries of education, regional organizations, academic institutions, civil society organizations, NGOs, foundations, agencies, international organizations and private sector actors) working in Latin America and the Caribbean with projects in the education sector that could become potential partners/stakeholders.
- Provide support in development of a comparative analysis of similar training offers in the region and in the world (items to compare: programs, contents, duration, target audience and costs).

- Collaborate in providing feedback and suggestions for improvements in the communication and dissemination of the regular and tailor-made training offer.

OBJECTIVE

The main objective of the internship is to support the Office in the development and implementation of training projects and activities, under the direct supervision of the Training Coordination Team.

LEARNING OBJECTIVES

By the end of the internship, the intern is expected to:

- Understand the Office's approach to developing and managing projects in the field.
- Understand the multilateral processes and the role of global actors, such as UNESCO and IIEP-UNESCO, in the region.
- Carry out data analyses and research on the trends, challenges and opportunities of digital tools for learning in the region.
- Understand the context of global policy making in the field, including the work of global actors in setting standards, facilitating knowledge exchange, providing policy advice, enhancing human and institutional capacities and facilitating cooperation.
- Understand international project management through learning-by-doing approaches.
- Develop domain knowledge in the field.
- Acquire and strengthen research, writing and communication skills.
- Develop and/or strengthen soft skills, such as stakeholder management, problem-solving, interpersonal relations, work ethics, teamwork, flexibility, communication and client-focus.

COMPETENCIES (Core / Managerial)

- Accountability (C)
- Communication (C)
- Innovation (C)
- Knowledge sharing and continuous improvement (C)
- Planning and organizing (C)
- Results focus (C)
- Teamwork (C)
- Professionalism (C)

OTHER REQUIRED SKILLS

- Outstanding interest in the field of education policy in Latin America and the Caribbean
- Knowledge in data analysis and report writing skills.
- Knowledge of Moodle platform, videoconferencing platforms and basic editing of audiovisual materials.
- Able to work well in a team and adapt to an international and multicultural working environment.

- Strong interpersonal and communication skills.

REQUIRED QUALIFICATIONS

Academic qualifications:

- Applicants must be enrolled in a graduate or post-graduate degree programme in a university or equivalent institution, in areas related to UNESCO's fields of competence (Education, Culture, Sciences, Communication, Social Sciences) or in other areas which support UNESCO's work such as Law, Human Resources, Management Studies, International Relations etc.
- Applicants pursuing their studies in countries where higher education is not divided into undergraduate and graduate stages must have completed at least three years of full-time studies in a university or equivalent institution towards the completion of a degree, at the time of application.
- Diploma or certificate of enrollment/registration.
 - If you are currently enrolled in a graduate or postgraduate degree (Master or PhD), please submit a certificate of enrollment that clearly states your name, the title of the degree, the level, and the inclusive dates.
 - If you finished your university career, Master's or PhD degree less than 12 months prior to the scheduled start of the internship, please submit your diploma.
 - If the diploma is not yet available, kindly submit a certification from your University stating that you have already completed your career, Master's or PhD degree. The exact date you completed your studies should be clearly stated.
- Have a good academic record, demonstrated by recent certificates or official records from their university institution.

Languages:

- Excellent Spanish written and oral skills (required). Very good written and oral skills in Portuguese and English (desired).

Mandatory Documents:

- Please submit a scanned copy of your passport or your national ID.
- Please provide a health insurance document which must cover the entire period of the internship (the start and end dates of the insurance coverage should be visible). Depending on your situation, this document can either be from a private insurance company or a state-sponsored health insurance.
- Please submit a recent, one-page medical certificate signed by your doctor stating that you are fit to work. Please note that we will not accept your detailed medical record, which can only be interpreted by a medical practitioner.
- **Please make sure that you have the necessary visa to live and work in your selected Duty Station. Applying for a visa is the sole responsibility of the intern.**

BENEFITS AND ENTITLEMENTS

UNESCO does not remunerate interns. There is no compensation, financial or otherwise for internship assignments. Payment of expenses related to commute are contemplated.

The internship will be carried out in a hybrid modality as follows: 3 days in the office (Monday, Tuesday and Thursday) and 2 days of remote work (Wednesday and Friday). Overall time dedication is expected to be part-time (4 hours per day).

Interns are entitled to 2.5 days of leave per month during their internship.

To apply, it is necessary to send a cover letter (specifying why you would be the right person and what motivates you to apply) **and your updated CV or resume¹** in [UNESCO format](#) to: pasantias@iiep.unesco.org (CVs that do not conform to the requested format will not be considered in the selection process).

Please include in the subject line of the e-mail: **Training Internship**

Closing date: 15 May 2024

¹ The CV can be in Spanish or English.