

**INTERNSHIP VACANCY**

**PROGRAMME - Social Protection**

Vacancy notice no.:	<b>ITCILO/2011/5</b>	Dates:	<b>April –September 2012</b>
Supervisor:	<b>Ms. Luisa Guimaraes</b>	Application deadline:	<b>12 March 2012</b>

**LEARNING OBJECTIVES and INTERNSHIP TASKS**

Receiving Unit:	<p>The ITC-ILO is committed to assisting countries in their social and economic development through learning and training. The Centre is primarily self-financing (70 per cent) and adequate promotion of activities is therefore key to reach the required number of participants and operate cost-covering. The ITC-ILO counts with several Training Programmes, among which the Technical Programme of Social Protection. This programme seeks to contribute to the achievement the ILO strategic objective of extending and enhancing the effectiveness of social protection for all through capacity building.</p> <p>The programme focuses on 1) improving the management and governance of social security institutions, 2) setting-up training in the development and implementation of occupational safety and health systems and 3) contributing to poverty alleviation and the extension of social protection through decentralized mechanisms; 4) enhance the protection and good management of labour migration; 5) strengthen the capacity to develop and implement workplace policies on HIV /AIDS. The Programme provides training both in Turin and in field destinations. New training methods, including web-based distance learning, are applied extensively. Internships at the ITC-ILO are unpaid. We recommend applicants to check with their higher education institution the availability of grants for their internship. We recognise that diversity is a strength and differences between people add value to our organisation. The Social Protection Programme of the ITC-ILO is committed to equality and diversity, and welcomes applications from all suitably qualified candidates.</p>
Learning objectives:	<p>The intern will be fully integrated in the work of the Technical Programme of Social Protection, contributing to the outputs foreseen in its work plan. This will enable the intern to learn about organisation of work, priority setting, multi-tasking and team work.</p> <p>Training will be offered through a series of one-to-one and group-coaching on the technical areas covered by the Programme.</p> <p>The intern will also become familiar with the work of ITC-ILO, the tripartite structure of the ILO and its worldwide structure.</p> <p>Interns are encouraged to participate in ITC-ILO workshops and internal training courses. When appropriate, interns may participate in training courses offered by the Technical Programme of Social Protection.</p>
Internship tasks:	<p>Under the direct supervision of the Programme Manager for Social Protection Programme, the incumbent will provide inputs towards developing the training activities for the services of the Social Protection Programme especially in the field of</p>

	<p>labour migration, occupational safety and health and social security and participate in the daily implementation of its activities.</p> <p>Specifically the intern will perform the following tasks:</p> <ul style="list-style-type: none"> <li>• Developing targeted communication tools;</li> <li>• Expanding and administrating the database of contacts and websites, as well as developing targeted communication tools;</li> <li>• Identification and assessment of opportunities, visibility activities and approaches for promotion;</li> <li>• Assistance in drafting public information documents, brochures, newsletters, website articles, press releases, compiling promotional kits, develop new interactive tools and information dissemination on activities towards various target groups;</li> <li>• Assisting in the preparation and the delivery of the Social Protection courses especially the Labour Migration Academy and the Social Security Summer School;</li> <li>• Updating and administrating the Social Protection and Migration website;</li> <li>• Assisting in marketing and promotion of social protection activities to potential donors and recipients;</li> <li>• Assisting in the preparation of training material especially for the labour migration academy , social security summer school and course on occupational safety and health;</li> <li>• Performing any other assignment within the context of this position.</li> </ul> <p>The incumbent will provide assistance on various projects, from contributing ideas during an initial phase to putting those ideas into action, and following-up action plans. The projects and topics will be agreed with the intern depending on their interests, experience and the prevailing issues during the time of the internship.</p>
--	---

**REQUIRED QUALIFICATIONS**

Education:	<p>Interns must be enrolled in an undergraduate, graduate or post-graduate programme, preferably approaching the end of that programme. Interns must have followed Academic courses and/or have working experience (including volunteering) related to the internship tasks, such as, economics, international laws, international relations and political sciences, communication, marketing and any other relevant field required.</p> <p>Knowledge in communication strategies would be an advantage.</p> <p>Previous experience in migration, social security or occupational safety and health issues is highly desirable.</p> <p>Working experience in developing countries would be an asset.</p>
Languages:	<p>Fluency in English and French, and preferably working knowledge of another language of ITC-ILO (Spanish, Arabic, Russian or Italian)</p>
IT skills:	<ul style="list-style-type: none"> <li>• Very good knowledge of MS Office</li> <li>• Knowledge of web-development programmes and Plone programme would be an advantage</li> </ul>
Other skills:	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Results based working attitude</li> <li>• Ability to work independently as well as in a team</li> <li>• Creative and innovative spirit</li> <li>• Sensitivity to multicultural and diversity issues</li> </ul>

Candidates applying to this vacancy should send their applications by e-mail to [socpro@itcilo.org](mailto:socpro@itcilo.org) (copy to [internships@itcilo.org](mailto:internships@itcilo.org) ) and provide the following documentation:

- a cover/motivation letter
- an up-to-date curriculum vitae (which should also include date of birth, nationality, address and languages spoken/written)
- any need for a formal Internship Agreement between the university/sponsor and the Centre
- a letter stating that during the internship period the candidate or the sponsor (university, institution, government, etc.) will meet all expenses for travel and subsistence, and that the intern is covered by adequate health and accident insurance

Please read carefully the requirements mentioned on this page before applying. Please note that only applicants who succeed in the initial screening will receive a response.

For general information concerning the Internship Programme, please contact [internships@itcilo.org](mailto:internships@itcilo.org)