



INTERNSHIP – UNESCO LIAISON OFFICE IN BRUSSELS

01 March – 30 August 2024

The UNESCO Liaison Office in Brussels is looking for an intern to join the team starting on 1st March 2024.

Under the overall supervision of the Director of the UNESCO Liaison Office and Representation to the European Union in Brussels and the direct supervision of the Liaison Officer for Culture, the intern shall:

- Assist the Liaison Office in identifying new areas of potential common engagement and synergy with the European Union and relevant partners in the field of Culture, by attending conferences and meetings on cultural thematic. Draft minutes, briefings, background documents and reports. The intern will notably monitor regularly relevant news, events and policy updates related to the Belgian Presidency of the European Union.
- Assist the Liaison Office in its communication and advocacy activities towards the European institutions and partners. In particular, draft news and social media content and support the team during the organization of conferences, exhibitions, or any other events.
- Assist the Liaison Office in strengthening its collaborations between UNESCO and other United Nations organizations present in Brussels by participating in meetings and events organized by the United Nations team in Brussels.
- Carry out any other task as assigned by the Director, if so required.

DESIRABLE QUALIFICATIONS

Age:

You must be at least 20 years old to apply.

Academic qualifications:

At the time of your application to the internship programme:

- You are currently enrolled in a graduate programme (Master's degree, PhD, or equivalent, second university degree or higher).
- You have recently graduated with a Master's degree or PhD (or second degree as defined above), 12 months prior to the start of the internship.

Please note that candidates who have completed their full-time Bachelor's degree but are not enrolled in a graduate programme are not eligible to apply.

Skills and competences:

- Communication and organizational skills, flexibility, capacity of initiative, positive attitude, ability to work in team.
- Good understanding of the functioning of the European Union, knowledge of EU/EC Development Policy and / or procedures would be an asset.
- Excellent knowledge of Microsoft Office applications and experience with Adobe Creative Cloud (Photoshop and Illustrator) and social network media.

Languages:

- You should have an excellent command, both written and spoken, of English or French. A working knowledge of the other language (English or French) is an asset.

Please send your CV no later than 31 January 2024 to ao.brussels@unesco.org