

Internship at ILO-Brussels – development cooperation and communication portfolio

The ILO-Brussels Office is looking for an intern to join its team for a period of six months (1/9/2022 – 28/2/2023 or 15/9/2022 – 14/3/2023). The internship offers excellent learning opportunities and exposure to ILO daily work and the goal of Decent Work for all.

This internship is meant for an enthusiastic candidate looking to get hands-on experience in an international affairs environment, focussing both on advocacy and development partnerships.

The purpose of granting internship is threefold:

1. to enable carefully selected graduate students to participate in the multicultural and the inter-institutional work of the ILO;
2. to offer the opportunity to the participants to acquire knowledge of the ILO's mandate, the work with the ILO constituents and to deepen their understanding of the ILO's goals, policies and activities;
3. to enable the ILO-Brussels office to benefit from the assistance of persons with a learning attitude, genuine interest and relevant knowledge and skills in areas within the scope of the mandate of the ILO.

The internship programme is not intended to lead to a career in the ILO. There should be no expectation of further employment at the end of the internship.

The ILO values diversity. We welcome applications from qualified women and men, particularly those with disabilities. If needed, reasonable accommodation will be provided in the recruitment phase as well as during the internship to promote equality of opportunities.

Learning areas and tasks will include:

Under the direct supervision of the Programmes and Operations Officer, the intern will undertake the following tasks:

- Assist in the research and identification of EU new development cooperation initiatives interesting to ILO's mandate and support to the preparation of guidance notes and briefs for ILO's technical departments and field offices;



- Assist in the research and identification of EU financing opportunities for the ILO's technical cooperation projects worldwide;
- Assist in the preparation of ILO's development cooperation proposals, ensuring efficient coordination between ILO-Brussels, ILO's Regions and ILO's Technical Departments;
- Support the preparation of training materials, manuals and guidelines and the organization of workshops and trainings on technical cooperation methodology;
- Support ILO's participation and participate to conferences and meetings, prepare inputs, presentations as well as minutes;
- assist in developing communication and visibility material related to ILO's development and cooperation activities.
- Any other tasks relating to the work of the Office, as requested by the Programme and Operations Officer or the ILO-Brussels' Director.

Eligibility and prerequisites

Applicants must:

- be in their last year of a master degree or above, or have completed their studies no earlier than one year prior to this application preferably in Political Science, International Relations, Law or Economics;
- have a strong interest in international and European social and employment issues and a basic knowledge of the ILO, the EU institutions and the UN system;
- be proficient in English and French;
- have excellent editorial skills;
- be computer literate;
- be able to adapt to an international, multicultural, multilingual environment;
- have an adequate health insurance.

There is no age limit for applicants

Requirements

Candidates can apply for an ILO internship only if:

- They have no close relative serving in the ILO;
- This is their first and only internship with the ILO.



International
Labour
Organization

Conditions

- Fixed term of 6 months;
- Full-time position of 40 hours per week (9:00 am - 1:00 pm – 1:30 pm - 5:30 pm);
- The ILO offers 2,5 days of leave per month of work;
- The intern will receive a stipend of 970,55 Euro to help cover basic subsistence and a contribution towards the cost of medical insurance during the period of internship. No other remuneration of any kind will be made to the intern by the ILO in connection with this internship agreement.
- When an intern is financially supported by an institution, the ILO shall, subject to the rules of such institution, pay the intern the difference, if any, between the external financial support and the applicable ILO stipend.

Application procedure

Individuals who are interested should send their CV and motivation letter by **17/06/2022** to brussels@ilo.org. Late applications will not be considered. Only shortlisted candidates will be invited for an interview. For more information, please visit our website:

<https://www.ilo.org/brussels/>