



Vacancy No: INTERSHIP/YOUTH EMPLOYMENT PROGRAM

Date:

Title: INTERNSHIP IN THE YOUTH EMPLOYMENT PROGRAMME

Application Deadline: **23 July 2010**

Organization unit: EMPLOYMENT

Contract type: Internship

Duty Station: Geneva, Switzerland

Duration of contract: 4 months

The ILO values diversity among its staff. We welcome applications from qualified women and men, including those with disabilities.

Internships with the Office provide an opportunity for selected graduate and postgraduate students who are pursuing a course of study or work in fields related to the ILO's mandate and activities to:

- increase their understanding of relevant issues at the international level by involving them directly in the work of the Office and the application of ILO principles, programmes and strategies;
- gain practical work experience from the ILO which is directly related to their technical specialisation.

Underpinning the ILO's approach to meeting the commitment on decent work for young women and men is the promotion of an integrated and coherent approach that combines supportive economic policies and targeted measures, and addresses labour demand and supply, as well as the quantity and quality of employment through multi-stakeholder action.

The ILO Youth Employment Programme (YEP) conducts research, undertakes promotional activities, and provides policy advice and technical assistance to support ILO constituents in their endeavours to improve both quantity and quality of jobs for young people. The YEP compiles and disseminates data and information on a wide range of issues affecting young people's situation in the labour market, provides advice on policies, strategies and programmes to improve employment prospects of youth, and develops and promotes practical tools and methodologies.

The Programme draws upon the expertise of the different technical departments within the Employment Sector, works closely with other Sectors to ensure an integrated approach across ILO activities on youth employment, and operates through a global network of technical specialists at headquarters and in the field. YEP's work informs and shapes the ILO's contribution to the Youth Employment Network (YEN) - a global partnership forged by the ILO, the United Nations and the World Bank to find new, durable policy and programme solutions to the youth employment challenge.

#### Description of Duties

The internship with YEP provides an opportunity for students who are pursuing a course of study, and/or recently graduated, in fields related to youth employment to:

- Increase understanding of youth employment issues at the international level by involving them directly in the work of the Programme;

- Gain practical work experience in the field of youth employment and its links to other related fields, such as education, employability, unemployment, entrepreneurship, and gender, among others.

Under the supervision of a professional staff member of the Programme, the intern will be required to:

- collect information on youth employment policies and programmes, and include it into databases of the Youth Employment Inventory;
- organize data and documents;
- review literature related to youth employment;
- contribute with the development of tools and guidelines;
- draft case studies on youth employment.

## Required Qualifications

### Education

Interns should have completed undergraduate and/or graduate studies or be in the final year of undergraduate studies in economics, statistics, public policy, or development studies.

### Experience

Experience in research and/or academic/voluntary work in the related area(s) would be an advantage.

### Languages

Fluent in written and spoken English, and good knowledge of French and/or Spanish would be an advantage.

### Competencies

- knowledge of databases;
- ability to communicate effectively both orally and in writing;
- show willingness to acquire new knowledge;
- ability to produce quality results;
- take initiative and meet deadlines;
- ability to work as a member of a team;
- ability to work in a multicultural and multilingual environment;
- knowledge of web-development programmes would be an advantage.

### Additional Information:

#### TRAINING COMPONENTS AND LEARNING ELEMENTS

The job will enable the Intern, as part of a multi-disciplinary team and through a series of one-to-one and group-coaching, to:

Acquire and/or improve his/her knowledge of youth employment issues, related gender concerns, and national and international initiatives to address these issues;

Gain expertise in gender mainstreaming, including familiarization with the use of various tools and methodologies developed by the ILO for gender mainstreaming;

Become familiar with the international activities of the ILO in the area of youth employment;

Interact with ILO constituents, other UN agencies and development partners involved in the promotion of youth employment at national, regional and international levels.

The ILO values diversity among its staff. We welcome applications from qualified women and men. Applicants for internships can be of any nationality.

An intern should not be a close relative of a serving ILO official.

Applicants should indicate the following information in your covering letter:

Field(s) of interest

Region(s)/country(ies) of interest

Please note that due to the large number of applicants, we are not in a position to reply to each request and only short-listed applicants will be contacted for personal/telephone interview.

Interns based at headquarters in Geneva receive CHF 1,500 per month as a stipend.

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APPLICANTS WILL BE CONTACTED DIRECTLY IF SELECTED FOR WRITTEN TEST.

APPLICANTS WILL BE CONTACTED DIRECTLY IF SELECTED FOR AN INTERVIEW.

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The ILO does not charge any fee at any stage of the recruitment process whether at the application, interview, processing or training stage. Messages originating from a non ILO e-mail account - @ilo.org - should be disregarded. In addition, the ILO does not require or need to know any information relating to the bank account details of applicants.

Depending on the location and availability of candidates, assessors and interview panel members, the ILO may use communication technologies such as Skype, Video or teleconference, e-mail, etc for the assessment and evaluation of candidates at the different stages of the recruitment process, including assessment centres, technical tests or interviews.

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### Internship



ILO has a smoke-free environment