NOTICE OF INTERNSHIP VACANCY

Register to apply

Title: INTERNSHIP VACANCY NOTICE Social Protection, Governance and Tripartism Programme

Date: 19/12/2016

Application Deadline: 16/01/2017 (18 day(s) until closing deadline)

Organization unit: Social Protection, Governance and Tripartism Programme (SPGT)

Number: 4/2017

Contract Type: 1 February - 31 July 2017

Duty Station: Turin, Italy

The Social Protection, Governance and Tripartism Programme (SPGT) aims at disseminating knowledge and good practices worldwide. It contributes to institutional capacity building by providing training courses and other learning events, both in Turin and in various other regions, for ILO constituents, staff from UN agencies and other development partners and stakeholders.

The Programme provides training both in Turin and in field destinations. New training methods, including web-based distance learning, are applied extensively.

The Programme covers the following areas of expertise:

- Social security
- Labour administration and labour inspection
- Occupational safety and health, and working conditions
- Social dialogue, tripartism and labour law
- Labour migration

Further information can be found at: http://www.itcilo.org/en/the-centre/programmes/social-protection-governance-and-tripartism

Functional responsibilities:
INTERNSHIP LEARNING OBJECTIVES:

The intern will be fully integrated in the work of the Social Protection, Governance and Tripartism Programme, contributing to the outputs foreseen in its work plan in the field of labour migration and social dialogue. This will enable him/her to learn about organisation of work, priority setting, design, promotion and preparation of training materials, working in a cross-cultural and multi-disciplinary environment and team work. Training will be offered through a series of one-to-one and group-coaching on the technical areas covered by the Programme. The intern will also become familiar with the work of ITC-ILO, the tripartite structure of the ILO and its worldwide structure. When appropriate, interns may participate in training courses offered by the Social Protection, Governance and Tripartism Programme or other technical programmes of the Centre.

INTERNSHIP TERMS OF REFERENCE:

Under the general supervision of the Programme Manager of Social Protection, Governance and Tripartism Programme and direct supervision of the Programme Officers, the intern will provide inputs towards the continuous updating and refinement of the training offerings of the Social Protection, Governance and Tripartism Programme and participate in the daily implementation of its activities. The intern will perform the following tasks:

- Assist in the design, planning, promotion, coordination, management and evaluation of training activities on labour migration and social dialogue.
- Participate in conceptualisation and research work related to new course offerings.
- Assist in marketing and promotion of Programme activities to potential donors and recipients.
- Assist in the preparation of training material and technical tools for the Academy on Labour Migration
- Participate to the elaboration of a practical guideline on migration and social dialogue
- Perform any other duties, as assigned within the context of this internship position.

Qualifications required:

Education

The intern must be enrolled on an undergraduate, graduate or post-graduate programme, preferably approaching the end of that programme.

Academic courses and/or working experience (including volunteering) relevant to the internship tasks are:

social policy, health, international laws, international relations, economics, public administration, project management, political sciences.

Experience related to the topics of migration and/or labour law and/or marketing would be an advantage.
Languages
Fluency in English is required.

Good knowledge of French or Spanish or another language of ITC-ILO (Arabic, Russian or Italian) would be considered an advantage.

IT Skills
Very good knowledge of MS Office.

Knowledge of web-development programmes and E-Learning programme would be an advantage

Other Skills
- Excellent communication skills.
- Results based working attitude.
- Ability to work independently as well as in a team.
- Ability and willingness to take initiatives.
- Creative and innovative spirit.
- Sensitivity to multicultural and diversity issues.