Internship at UNESCO

United Nations Educational, Scientific and Cultural Organization

岗位领域：其他 工作性质：实习

学历要求：本科及以上 岗位职级：其他

工作地点：Paris 截止日期：

[岗位信息网址：http://en.unesco.org/careers/internships](http://en.unesco.org/careers/internships)

职位描述

**Who can apply?**

You can apply for an internship if:

You have completed your full-time university studies (bachelor's degree or equivalent) at a university or equivalent institution prior to commencing the assignment; or

You are enrolled in a graduate programme (second university degree or Master's degree or equivalent, or higher), at the time of application; or

You have recently graduated with a university degree (first or second degree as defined above), within the last 12 months.

Applicants in secretarial/assistant or technical/professional assignments must be enrolled in a secretarial school or in a specialized technical/professional institution, and must have reached the last year of their studies, or have recently graduated (within the last 12 months) from their school or institution.

**What are the requirements?**

Age: You must be at least 20 years old to apply.

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, and may be required for internships in secretarial and assistantship assignments at the headquarters.

Computer skills: You must have an excellent knowledge of computer systems and office-related software.

Team player: You should be able to work well in a team and adapt to an international working environment.

Communication skills: You should possess strong interpersonal and communication skills.

**What do you need to prepare?**

Visa: You should obtain any necessary visas.

Travel: You must arrange and finance your travel to the location where you will undertake your internship.

Medical insurance: You must show proof of a comprehensive health insurance valid in the country where you will undertake your internship and for the entire period of the internship. UNESCO will only provide limited insurance coverage up to USD 30,000 against risk of illness, disability, or death during the internship period.

Medical certificate: Before the beginning of your internship, you must provide a medical certificate indicating you are fit to work.

ID/Certificate of Enrolment/Diploma (if you have just recently graduated)

**Before applying**

Have your motivation letter and résumé ready before filling out the application form. You only have one hour to finish the process.

All fields marked with \* are mandatory.

You can only use either English or French in applying.

You are allowed to submit only one application.

The duration of an internship generally ranges between 2 and 6 months.

UNESCO does not remunerate interns. There is no compensation, financial or otherwise for internship assignments.

Even if you are eligible, there is no guarantee of placement. We receive more applications from qualified candidates than we can place.

Your application will be accessed by UNESCO managers around the world and will stay in our database for a period of six months.

We do not respond to each and every candidate. If selected, you will be directly contacted by the manager. If you do not receive any update within six months, it means that your application has not been successful.

**职位描述（参考译文）**

**谁可以申请？**

您可以申请实习：

在开始任务之前，您就已经在大学或同等机构完成了全日制大学学习（本科学位或同等学历）。要么

在申请时，您将参加研究生课程（第二学士学位或硕士学位或同等学历或以上学历）；

要么

你最近在过去的12个月里获得了大学学位（如上所定义的第一或第二学位）。

秘书/助理或技术/专业任务的申请人必须参加一个秘书学校或专业技术/专业机构，并且必须已经到达最后一年的学习，或刚毕业（过去12个月内）于他们的学校或机构。

**有什么要求？**

年龄：必须年满20岁才能申请。

语言：应该有出色的英语或法语的书面和口头表达能力。掌握其他语言（英语或法语）的工作知识者优先，可能在总部进行秘书和助理任务的实习。

计算机技能：必须精通计算机系统和办公室相关软件。

团队合作精神：应该能够在团队中工作，并适应国际工作环境。

沟通技巧：应该具有很强的人际沟通能力。

**需要准备什么？**

签证：应该取得任何必要的签证。

旅行：必须安排和资助您的旅行到您将进行实习的地点。

医疗保险：必须在进行实习的国家，整个实习期间出示有效的综合健康保险证明。 在实习期间，教科文组织只提供最多30,000美元的保险，以防发生疾病，伤残或死亡风险。

医疗证书：在实习开始之前，你必须提供一份证明你适合工作的医疗证明。

身份证/入学证/文凭证书（如果你刚刚毕业）

**申请前须知**

在填写申请表之前，请准备好你的动机陈述信和简历。你只有一个小时完成这个过程。

标有\*的所有字段都是必填项。

您只能使用英文或法文申请。

您只能提交一个申请。

实习期通常在2至6个月之间。

教科文组织没有报酬给实习生。实习任务没有任何财务或其他方面的补偿。

即使您符合资格，也不确保能申请成功。我们收到合格候选人的申请信要多于比我们所能提供的人数。

您的申请将由世界各地教科文组织的管理人员看到，并将在我们的数据库中保存六个月。

我们不回应每一位申请人。如果被选入本项目，您将直接与经理联系。如果您在六个月内没有收到任何信，这意味着您没有成功。