

Internship Vacancy Notice

ILO Country OFFICE Germany

Contract type: Internship, 6 months, 01.06.2022 – 30.11.2022

Application Deadline: 22.04.2022

Duty Station: Berlin

Compensation based on the German minimum wage

The International Labour Organisation

The International Labour Organisation is the oldest specialised agency of the United Nations and mandated to develop and implement international labour and social standards with its member states. The ILO regularly publishes research reports to inform on the development of global labour markets and the application of international standards. In addition, one of the ILO's tasks is technical cooperation with member states to support the implementation of international labour and social standards. The ILO carries out all these tasks in a tripartite dialogue: with the member states and the respective employers' and workers' organisations.

The ILO Representative Office in Berlin represents the ILO in Germany and initiates joint activities with the Federal Government and the social partners on core topics such as international labour standards, the future of work in times of technological change, decent work in global supply chains, gender equality, green jobs and just transition as well as fair migration.

Functional responsibilities and learning objectives

- Get familiar with the mandate and functioning of the ILO, particularly ILO's engagement in the elimination of child labour and forced labour, the fight against discrimination, harassment and violence in the world of work, issues related to occupational safety and health at work, labour migration, aspects of just transition and work in global supply chains.
- Draft concept notes and summaries of ILO's work for internal use as well as for communication with ILO's stakeholders in Germany.
- Assist in the preparation and production of the ILO-Germany Electronic Newsletter by identifying relevant content, drafting short blog entries, and translating relevant materials.
- Support meetings, workshops, and other events by preparing and disseminating relevant documents: presentations, briefing files and other related materials.
- Review and answer incoming correspondence from stakeholders on questions related to ILO's mandate and work.

Qualifications required

Education

- At the end phase of / completed master's degree or equivalent in a relevant field of ILO's work such as political sciences, social sciences, economics, international relations, or other relevant fields

Languages

- Excellent command of German and English

IT Skills

- Good knowledge of PC software (including word processor, spreadsheet, and presentation software) such as Microsoft Office. Ability to adapt quickly to new software and systems.

Additional skills and requirements

- Ability to work and deal with people of different cultural backgrounds.
- Interest for the ILO and its themes.
- Able to work in a team as well as independently.
- Ability to work under time constraint and to meet deadlines.
- Accuracy and attention to detail

We look forward to receiving your application in German AND English language to berlin@ilo.org.