

Internship at ILO-Brussels – policy 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 tripartite 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:

- conduct research on various policy issues including the drafting of analytical papers and reports on issues related to ILO's activities;
- monitor and report on EU policy developments relevant to the ILO;
- prepare briefings on topics that are of interest to the ILO;
- assist in organizing events;
- attend conferences and meetings, prepare minutes and reports, assist in the preparation of input and presentations;

- assist in developing content for ILO-Brussels' website, newsletters and social media channels;
- carry out ad hoc administrative tasks.

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; knowledge of Dutch will be an asset;
- 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.

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.



International
Labour
Organization

- 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>