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JOB VACANCY FORM

☐ Full-time  ☐ Part-time  ☐ Summer-Job  ☑ Internship

Job Title:  Sectoral Activities

Reference Number: 130514-38  
Application Deadline: 25 May 2014

Company Description

FIRM/INSTITUTION NAME: ILO

TYPE:  ☐ Local  ☐ Regional  ☑ Multinational

INDUSTRIAL SECTOR: NGO

BRIEF FIRM DESCRIPTION: The ILO is the only "tripartite" United Nations agency in that it brings together representatives of governments, employers and workers to jointly shape policies and programmes. The ILO is the global body responsible for drawing up and overseeing international labour standards. Working with its 184 member States, the ILO seeks to ensure that labour standards are respected in practice as well as principle

FIRM WEBSITE:

Job Description

BRIEF JOB DESCRIPTION:  
Description of Duties

The Sectoral Activities Department is the ILO's platform for addressing all aspects of work in various sectors of economic activity. It provides an important window on the world of work, bringing together ILO constituents at the international, regional and national levels. This approach integrates all of the ILO's strategic objectives and allows for real, practical outcomes to the ILO's work in specific sectors. SECTOR's workplan includes research, tripartite meetings, national activities, standards promotion, and cross-sectoral activities. Sectoral social dialogue provides the ILO's constituents with opportunities for interaction on issues of concern in their sector.

As an intern with the Sectoral Activities Department, you would be exposed to a department that works closely with the Sectoral based ILO constituents
governments and employers’ and workers’ organizations) to promote social dialogue among the social partners in 22 industrial sectors. Administratively, the department has divided these 22 sectors into 3 units, Natural Resources and Industries, Public and Private Services, or Maritime and Transport. Interns are typically assigned to work with one of these units and would normally have the opportunity to work with more than one industrial sector within that unit. Interns would also support the work of the department as a whole. You would work alongside the sectoral specialists to:

- Assist in promotion and support the implementation of international labour standards, with particular attention given to those of a sectoral nature;
- Help to build dialogue and consensus among sectoral constituents at global, regional and national levels in relation to emerging topics of special importance for sectors;
- Help develop and share knowledge on emerging trends and challenges at industry level through the collection and analysis of sector-specific data, focused research, and publication of reports and working papers;
- Assist in strengthening the capacity of governments, employers’ and workers’ organizations to advance the decent work agenda at country level, through technical cooperation, advice and training; and
- Participate in enhancing policy coherence at global level for the promotion of decent work at sectoral level, through partnerships with other United Nations agencies and multilateral organizations on key sectoral issues.

Interns should expect to devote 10% to 20% of their time to administrative tasks.

**JOB LOCATION(S):**
City: Geneva  Country: Switzerland

**DEGREE:**

- **X** Bachelor  x Master is a plus  □ Doctoral Degree
- □ Undergraduate Student/ Degree not Necessary  □ Teaching Diploma

**MAJOR/ EMPHASIS:**

Have you previously worked on or studied labour issues related to any of the following industrial sectors: Agriculture; Basic metal production; Chemical industries; Commerce; Construction; Education; Financial services; fishing; professional services; Food Security; Forestry; Health services; Hotels; Mechanical and electrical engineering; Media; Mining; Oil and gas production; Ports; Postal and telecommunications services; Public services; Shipping & inland waterways; Textiles; Tourism; Transport (including civil aviation; railways; road transport); Transport equipment manufacturing; Utilities (water; gas; electricity) ?

Applicant should currently follow a course of study (last year of Master degree or above), or have completed studies within 12 months prior to this application.

**WORK EXPERIENCE:** Any relevant work experience and ability to use standard MS Office products (Excel, Word, PowerPoint); experience in developing a database working with programmers would be an advantage.

**SKILLS:**

Ability to adapt to an international, multicultural and multilingual environment, good communication skills and ability to work in a team

Languages Skills:  **X**English  □ Arabic  xFrench  Other: Spanish

Computer Skills:
Other Skills:

**SALARY**

Basic Salary Range:
Other benefits include:

- □ Accommodation  □ Health Insurance  □ Return Ticket  □ Bonus
How to Apply

Interested candidates may apply online on the following hyperlink:

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ALL STUDENTS AND AUB GRADUATES SHOULD ATTACH THEIR UPDATED RESUME AND COVER LETTER WITH EVERY JOB APPLICATION; OTHERWISE, YOUR EMAIL WILL BE DISREGARDED.

For further information, please do not hesitate to contact:

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The job vacancies are for AUB students and alumni ONLY.