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### JOB VACANCY FORM

- [ ] Full-time
- [ ] Part-time
- [ ] Summer-Job
- [x] Internship

**Job Title:** SME Development and entrepreneurship promotion

**Reference Number:** 130514-43  
Application Deadline: 25 May 2014

### Company Description

**FIRM/INSTITUTION NAME:** ILO

**TYPE:** [ ] Local  [ ] Regional  [x] 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 Small Enterprise Programme of the ILO seeks to create more and better jobs in small businesses - a sector where the bulk of employment is being provided. The programme works with governments, social partners, the private sector and individuals, on improving the business environment, delivering entrepreneurship education and training, integrating small entrepreneurs into local and global value chains, and improving workplace practices.

As part of long term programmes or under time-limited technical cooperation projects funded, ILO SEED
undertakes and supports specialised research, as well as national-level development interventions. SEED staff based in Geneva can, therefore, be involved in a range of work: providing technical guidance and support to country offices; research (analysis, syntheses, design, writing and coordination), the coordination of TC projects or national-level programme activities; monitoring progress towards delivery against objectives and reporting; facilitating knowledge sharing.

Within SEED, there are six key focus areas:
- Enabling Environment for Sustainable Enterprises
- Women's Entrepreneurship Development
- Entrepreneurship Education
- Entrepreneurship and SME Management Training
- Value Chain Development
- Sustainable and Responsible Workplaces

As an intern with SEED, you are likely to be appointed to work within one focus area, and will have the chance to extend your knowledge and experience in this area by working alongside and in cooperation with appropriate ILO specialist staff. In addition, the internship will provide a chance to hone applied desk research and data analysis skills.

SEED is a dynamic unit that values information sharing and joint working. So while you may be working on one specific focus area, you are likely to be exposed to others. The intern can, therefore, expect to become involved in unit tasks outside of his/her specialist area, thereby gaining wider insights into the workings of the unit and the ILO, and learning about the importance of cross-cutting issues, including gender.

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

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

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

**MAJOR/ EMPHASIS:** business, communications, economics, international relations, labour relations, international development, social sciences or other related field.

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:**
Some relevant work or internship experience required.

Studies or work experience in one or more of the following fields would be an advantage: micro and small enterprise development, business environment reform, women's entrepreneurship and economic empowerment, youth entrepreneurship, entrepreneurship and SME management training, value chain development, improving working conditions, microfinance, livelihood promotion, gender mainstreaming.

**SKILLS:** Adaptable to an international, multicultural and multilingual environment, good communication skills and be able to work in a team.

Languages Skills:  XEnglish  □ Arabic  x French  Other: Spanish

Computer Skills:  Other Skills:  

**SALARY**
Basic Salary Range:  Other benefits include:
- Accommodation  □ Health Insurance  □ Return Ticket  □ Bonus
- Laptop  □ Mobile Phone  □ Children’s Education  □ Transportation
- Lebanese NSSF  □ None
WORKING DAYS:

WORKING HOURS:

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.