

ILO is committed to assisting countries in their social and economic development through learning and training. The Centre is primarily self-financing (70 per cent) and adequate promotion of activities is therefore key to reach the required number of participants and operate cost covering. The ITC

ILO counts with several Training Programmes among which the Technical Programme of Social Protection. This programme seeks to contribute to the achievement of the ILO strategic objective of extending and enhancing the effectiveness of social protection for all through capacity building.

The programme focuses on 1) improving the management and governance of social security institutions, 2) setting up training in the development and implementation of occupational safety and health systems and 3) contributing to poverty alleviation and the extension of social protection through decentralized mechanisms, 4) enhance the protection and good management of labour migration; 5) strengthen the capacity to develop and implement workplace policies on HIV/AIDS. The Programme provides training both in Turin and in field but 5(p)levins I009 Tc (Enright) - 5SR (On) /TT1 1 TfbeTj /T

labour migration, occupational safety and health and social security and participate in the daily implementation of its activities.

Specifically the intern will perform the following tasks:

- Developing targeted communication tools;
- Expanding and administering the database of contacts and websites, as well as developing targeted communication tools;
- Identification and assessment of opportunities, visibility activities and approaches for promotion;
- Assistance in drafting public information documents, brochures, newsletters, website articles, press releases, compiling promotional kits, develop new interactive tools and information dissemination on activities towards various target groups;
- Assisting in the preparation and the delivery of the Social Protection courses especially the Labour Migration Academy and the Social Security Summer School;
- Updating and administering the Social Protection and Migration website;
- Assisting in marketing and promotion of social protection activities to potential donors and recipients;
- Assisting in the preparation of training materials especially for the labour migration academy, social security summer school and course on occupational safety and health;
- Performing any other assignment within the context of this position.

The incumbent will provide assistance on various projects, from contributing ideas during an initial phase to putting those ideas into action, and following up action plans. The projects and topics will be agreed with the intern depending on their interests, experience and the prevailing issues during

Candidates applying to this vacancy should send their applications by e mail to socpro@itcilo.org (copy to internships@itcilo.org) and provide the following documentation:

- a cover/motivation letter
- an up to date curriculum vitae (which should also include date of birth, nationality, address and languages spoken/written)
- any need for a formal Internship Agreement between the university/sponsor and the Centre
- a letter stating that during the internship period the candidate or the sponsor (university, institution, government, etc.) will meet all expenses for travel and subsistence and that the intern is covered by adequate health and accident insurance

Please read carefully the requirements mentioned on this page before applying. Please note that only applicants who succeed in the initial screening will receive a response.

For general information concerning the Internship Programme please contact internships@itcilo.org