

Intergovernmental Affairs internships (UNESCO Sport Section) – two positions available

28 October 2024 – 28 February 2025 (with possibility to extend for 2 months)

Full time, In-Person (Paris, France)

Terms of Reference

The UNESCO's Sport Section is looking for two interns that will provide support to the Secretariat of the Intergovernmental Committee for Physical Education and Sport ([CIGEPS](#)) and to the development of the disability inclusion and the fight against racism workstreams. Under the overall authority of the Chief of Section and the supervision of the Project Officer leading these workstreams, the interns shall perform the following tasks:

- Support the development of the disability inclusion in and through sport roadmap as part of the implementation of the [Paris 2024 Call to Action](#).
- Support the further development of the fight against racism in and through sport workstream, and particularly to the Fit for Life Network Against Racism.

Partnerships

- Support with existing and new partnerships by organizing and attending meetings, creating discussion notes, and following up with key action steps.
- Conduct desk research on potential new partners, including athletes and stakeholders that could join the Fit for Life Network Against Racism or support UNESCO's efforts around sport and disability inclusion.

Events

- Assist with the organization of the launch event of the Fit for Life Network Against Racism and related panel discussion on sport and anti-racism (December 2024, Barcelona, Spain), including managing invitations and event logistics.
- Support with the organization of CIGEPS bureau meetings and/or the 2025 extraordinary session (spring 2025).

Communications

- Provide support in developing advocacy and outreach tools as well as engagement strategies, including PowerPoint presentations, flyers, webpage updates, press points, and social media posts.

The interns shall also assist as necessary with research, translation of English materials into French and/or Spanish, drafting section correspondence including briefings and speeches, and any other task related to the implementation of the abovementioned workstreams.

Required criteria:

- Relevant educational background in areas related to international relations, intergovernmental mechanisms and/or international development.
- Excellent skills in English and French.
- Excellent oral and writing skills, organization, autonomy & teamwork.

Desirable criteria:

- Experience in project management, event coordination or partnership development.
- Experience in communication and graphic design.
- Knowledge of Spanish, Arabic, Chinese or Russian will be an asset.

To apply, **please send your CV and cover letter** to Giulia Scacchi (g.scacchi@unesco.org) copying Fabiana De Freitas Buroz (f.de-freitas-buroz@unesco.org) with the subject "Intergovernmental Affairs internship" by **13 October 2024**.

Please note that only selected candidates will be contacted for a written test and an interview. The selected candidate should be available to start the internship at the end of October 2024 for a duration of 4 months, with possibility of extension for an additional 2 months.

Please note that **internships at UNESCO are unpaid**. For more information about UNESCO's internship programme (including eligibility requirements), please consult the UNESCO website [here](#).

Impact Investment in Sport Internship (UNESCO Sport Section)
October 2024 – February 2025 (with possibility to extend for additional 2 months)
Full-Time, In-Person (Paris, France)

As a team member of UNESCO's Sport Section and within the framework of the Fit for Life sport initiative, the intern will contribute to the further development of the Impact Investment in Sport (IIS) workstream, providing support for the implementation of pilot projects, the advancement of the research agenda, and related partnerships and events.

DUTIES INCLUDE:

General:

- Assist with the implementation of the IIS's work plan.
- Support the implementation of current Fit for Life Impact Investment pilot projects in Chile, Türkiye, and other regions.
- Contribute to the release of a report on the Social Return on Investment in Sport, with a focus on the inclusion of persons with disabilities in Latin America.
- Support the organization of consultations with Impact Investment stakeholders, including government entities, ministries, and Development Finance Institutions (DFIs).
- Conduct research and gather data from knowledge and implementation partners, such as the Ibero-American Sport Council Indicators.

Partnerships:

- Provide support in developing concept notes and project proposals.
- Assist in the development and ongoing management of community partnerships.
- Help identify potential partners for the implementation and further enhancement of the programme.

Communication and events:

- Provide support in the design and organization of capacity-building workshops for government and other organizations.
- Assist with the translation of English materials into Spanish and French (if possible).

The intern shall also assist with inputs and support to the drafting of section correspondence, briefings, speeches, and any other task related to the implementation of one of the above-mentioned workstreams.

REQUIRED CRITERIA:

- Excellent oral and written communication skills, including perfect command of English. Spanish and French language skills desirable.
- Very good organizational skills, autonomy & teamwork.
- Relevant educational background or experience in areas related to economics, statistics and/or international relations.
- Experience in data analysis, with a focus on informing evidence-based policymaking and enhancing decision-making processes.

To apply, please send your CV and cover letter (1 page each) to Ait Atman Ayoub (a.ait-atman@unesco.org), copying Natsuki Yoshida (n.yoshida@unesco.org) with the subject "UNESCO Impact Investment in Sport Internship" by **13 October 2024**.

Please note that only selected candidates will be contacted for a written test and an interview. The selected candidate should be ready to start the internship from **28 October 2024 to 28 February 2025** for a duration of 4 months (with possibility of extension until **27 April 2025**). Please note that internships at UNESCO are **unpaid**. For more information about UNESCO's internship programme (including intern requirements), please consult the UNESCO website [here](#).