

Internship Programme

The main objective of the internship programme is to provide selected students with the chance to participate in the work of the Centre, expand their understanding of the ILO's objectives and gain practical work experience in an international environment.

Internships may be arranged through an exchange of letters between the candidate and the Centre or within the framework of agreements between the Centre and sponsoring bodies (universities, institutions and governments).

Eligibility criteria

- To be a student enrolled on an undergraduate, graduate or post-graduate programme, preferably approaching the end of that programme
- To be at least 20 years old and not more than 35 years old
- To have an excellent academic record and to be proficient in at least one of the working languages of the Centre (English, French or Spanish).

Duration

Internships are a once-only opportunity. They normally last a minimum of six week to a maximum of six months.

Main fields of expertise relevant to the Centre's work

Administration:

- finance and budget/accounting
- human resources management
- medical services
- travel.

Management-related activities:

- computer science/information technology
- language training
- participant services
- public relations/public information.

Training areas:

- distance education and learning
- economics
- education/training
- elimination of child labor
- employers' activities
- employment and labor markets

- gender equality
- human rights
- international labor standards
- labor relations
- management of development
- occupational safety and health
- small enterprise development
- social dialogue
- social security and conditions of work
- vocational training
- workers' activities.

Conditions for interns

Interns are assigned a mentor or supervisor who provides guidance on professional performance. A supervisor or a mentor may not oversee more than two interns at a time. Interns receive terms of reference before their assignment.

Interns are not paid and are not considered officials of the Centre, therefore they are not subject to the Centre's staff regulations, nor are they entitled to any privileges and immunities accorded by the Italian Government to Centre staff.

In agreement with the unit within which the intern is to work, assignments may be full-time (37.5 hours per week) or part-time. On assignments lasting more than six weeks, interns are granted 2.5 days' leave per month to be agreed upon with the supervisor or mentor.

Interns are required to conduct themselves in a manner compatible with their responsibilities. In particular, they must observe the utmost discretion with regard to any information known to them by reason of their presence at the Centre. Any later publication by the intern based on unpublished information obtained during the internship must receive prior explicit written authorization from the Centre.

Interns must hold proof of valid health and accident insurance covering the period of the internship.

The interns are also responsible for obtaining any necessary visas and for arranging their travel to and from the Centre.

The cost of travel, accommodation and subsistence is to be met by interns or their sponsoring institutions, unless otherwise clearly agreed upon with partner institutions.

Upon request, provided rooms are available, the Centre may allow interns to use the Centre's accommodation during the first three days of their assignment. Such stays will be at their own expense.

Sponsoring institutions may award academic credits for the period of the internship but the Centre will not assess academic papers, nor assign grades. Upon request by the intern, a written appraisal of the intern's performance may be provided after completion of the internship. Both the intern and the Centre may terminate the internship agreement before the expiry date by giving at least one week's notice in writing.

Interns are not eligible for any kind of employment by the Centre during the internship period. An internship with the Centre does not guarantee any future employment by the Centre.

Dispute settlement

A dispute between the Centre and the intern that cannot be resolved amicably will be settled by the Legal Office, ILO Geneva.

Application procedure

Applications should be submitted in writing to the Human Resources Services.

E-mail: internships@itcilo.org

Ordinary mail:

International Training Centre of the ILO

Viale Maestri del Lavoro, 10

10127 Turin, Italy

Applications should be received at least three months before the proposed internship dates. They should include the following:

- a letter stating why the candidate should be considered for the internship, proposing dates, and indicating the preferred field of interest
- 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
- an up-to-date curriculum vitae, letters of reference and/or university transcripts and any additional information which could facilitate review of the application and placement.

Proposals which include specific projects that match the Centre's objectives will take priority over more general requests.

HRS will make every effort to reply to all requests for internships. However, if no response from the Centre is received within two months from the date the application was sent, candidates should consider that there was no demand for the skills they offered.

For more information, please contact:

Human Resources Services

E-mail: internships@itcilo.org

Phone: + 39 011 693 6338

Fax: + 39 011 693 6699

Register of candidate experts

Besides its international core staff of training specialists, subject specialists and interdisciplinary development practitioners, the Centre draws upon a world-wide network of about 500 sector experts, consultants and resource persons.

If you wish to be included in our register of candidate experts, please fill in the candidate's C.V. submission form (<http://intranet.iticilo.org/PersonnelOffice/Extcolla2.nsf/CV-Ext?OpenForm>). All the Centre's departments will have access to it and may contact you if they deem your qualifications and experience suitable.

To ensure that the Register is constantly up-to-date, please also inform us of any changes or additions to be made to your original C.V. We keep forms on the Register for two years.