

**INTERNATIONAL LABOUR OFFICE**  
**TERMS OF REFERENCE FOR INTERNSHIP**

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**GENERAL INFORMATION:**

Vacancy No:	Beijing/Internship/2016/02
Title of the Assignment:	Internship in Programme Management, Mongolia
Work Unit:	ILO Office for China and Mongolia
Location:	Ulaanbaatar, Mongolia or Beijing, China
Duration of Assignment:	Three to Six months
Starting date:	01 April 2016
Application review:	Rolling basis

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**INTRODUCTION**

The ILO Office for China and Mongolia (CO-Beijing) is working to improve visibility of the work it is performing in Mongolia to promote decent work agenda including employment promotion, labour standards, social protection and social dialogue and improve understanding of the unique competencies, expertise and role of the ILO in the country, and highlight the importance of work-related and workplace issues in Mongolia's social and economic development agenda.

CO-Beijing is represented through a National Coordinator in Mongolia. CO-Beijing provides oversight and programming and administrative support to the ILO National Programme Coordinator in Mongolia. In 2015, the DWCP for Mongolia will be finalized and it is to be aligned with the UN Development Assistance Framework (UNDAF) for Mongolia. The intern will be based in Ulaanbaatar or Beijing and will contribute to the work of ILO by involving in research work relevant to the ILO's mandate of Decent Work, programme management, and the DWCP preparation process.

The intern will work in close communication with ILO programme officers in Beijing and Mongolia and technical specialists in the ILO Decent Work Team in Bangkok.

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**TASKS**

The Intern will carry out the following tasks:

- Review national development priorities and programmes that relate to employment and ILO mandates;
  - Participate in resource mobilization process; and
  - Review and develop DWCP public information kit.
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**QUALIFICATIONS AND EXPERIENCE**

Education: Candidates must be enrolled in the final year of a graduate degree programme in labour economics, social development or governance, or a programme with similar relevance. Alternatively they must have completed such a programme in the preceding 12 months or be enrolled in a higher degree programme.

Experience: Work experience in research and data analysis is essential. Knowledge on international developments is required.

Competencies: Excellent written and verbal communication skills. Ability to carry out assignments in accordance with instructions and guidelines; ability to write, rewrite and edit clearly and accurately in English; ability to conceptualise, plan, coordinate, conduct and write up straightforward research work with a minimum of supervision; ability to draft discussion papers, reports and documents in English; ability to integrate and work in multicultural teams and a multicultural environment; good computer skills, including excellent knowledge of Word. Specific skills in dealing with the media and social media are an advantage. Skills related to the development of visual material (i.e. photos and videos), graphics and infographics, and related software, are an advantage.

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**ADDITIONAL INFORMATION:**

Application process: Please send your statement of interests and curriculum vitae to the Director of ILO Beijing. Application should be sent by email to [beijing@ilo.org](mailto:beijing@ilo.org) with the subject heading “Internship Application: Beijing/Internship/2016/02”.

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**APPLICANTS WILL BE CONTACTED DIRECTLY IF SELECTED FOR AN INTERVIEW**

The ILO does not charge any fee at any stage of the recruitment process whether at the application, interview, processing or training stage. Messages originating from a non ILO e-mail account -@ilo.org - should be disregarded. In addition, the ILO does not require or need to know any information relating to the bank account details of applicants.

Depending on the location and availability of candidates, assessors and interview panel members, the ILO may use communication technologies such as Skype, Video or teleconference, e-mail, etc. for the assessment and evaluation of candidates at the different stages of the recruitment process, including assessment centres, technical tests or interviews.

ILO has a smoke-free environment