



Network for international policies and  
cooperation in education and training

Réseau sur les politiques et la coopération  
internationales en éducation et en formation

**NORRAG Network for international policies and cooperation  
in education and training**

Based at the Graduate Institute of International and Development Studies, Geneva  
Is offering a

**6 months remunerated INTERNSHIP – 50%**

**Application deadline:** August 11<sup>th</sup>, 2017

**Starting date:** September 15<sup>th</sup>, 2017

**Background:**

NORRAG is an international multi-stakeholder network, which has been seeking to inform, challenge and influence international education and training policies and cooperation for more than 30 years. See our website [www.norrag.org](http://www.norrag.org) for further information

**Tasks and responsibilities**

1. Support the Communication Officer in her daily work in relation to:
  - Running the Website, digital content and communication projects/initiatives
  - Developing social media presence and management
  - Carrying out targeted social media campaigns and develop multimedia content
  - Analysing the needs and profiles of NORRAG's members
  - Devise ways to better reaching out to and engage NORRAG's network members
  - Revitalizing NORRAG's network through community engagement and network engagement strategy
  - Editing and formatting different types of document in English and French
  - Producing communication material
  
2. Support the Administrative Coordinator in relation to:
  - Organising events
  - Various general administrative tasks

**Desired qualification**

- Master's student in International Affairs, Development Studies or other relevant disciplines
- Strong interest in education, training and development issues
- Excellent writing skills
- Fluent in English, good command of French/another language, a plus (preferably Mandarin or Arabic)
- Experience in communication and social media
- Strong IT skills in MS office
- Experience in Website and social media management (Hootsuite) and InDesign, a plus
- Excellent communication and intercultural skills
- Flexible and great team player

Interested candidates should send their CV and a 1 page cover letter saved as SURNAME\_Name\_CV-CL [career@graduateinstitute.ch](mailto:career@graduateinstitute.ch) with **NORRAG\_Intern** in the subject line.