



cifal
Flanders



unitar
United Nations Institute for Training and Research

INTERN TRAINING METHODOLOGY DEVELOPMENT Internship Position January 2019

DETAILS

Duration: Six months

Timing: January 2019 - July 2019

Location: Antwerp (Den Bell, Francis Wellesplein 1, 2018 Antwerp)

Remuneration: The Flanders Trainee Programme assists in subsidies. More information available through www.fdfa.be/ftp

Grant criteria:

- You must be younger than 35 years at the starting date of their work placement
- You must be holder of a final diploma, obtained at an institution of secondary or higher education, financed or subsidised by the Flemish Community.

How to Apply: To apply, please send your CV and cover letter to Linne Van den Brande, linne.vandenbrande@cifal-flanders.org.

Deadline: 20 January 2019

Supervisor of the position: Mr. Peter Wollaert, Managing Director,
E-mail: peter.wollaert@cifal-flanders.org.

Contact person: Mrs, Linne Van den Brande, Project Manager, Phone: +32 3 338 37 17,
E-mail: linne.vandenbrande@cifal-flanders.org

DESCRIPTION OF OUR ORGANISATION

CIFAL Flanders is the International Training Centre for Authorities and Leaders affiliated with UNITAR and located in Antwerp. CIFAL Flanders is one of the 16 international training centres of the CIFAL Global Network, the principle training arm of the United Nations, with headquarters in Geneva.

The mission is to promote peace, human rights & sustainable development and the declarations, principles and guidelines of the United Nations, with focus on Agenda 2030 & Sustainable Development Goals (SDGs). CIFAL Flanders conducts Action Learning trainings to empower leaders in society and to link theory to practice in national and subnational policies, local authorities, trade unions, civil society, academia and businesses.

The power of action learning is built on a process combining theory with practice during an interactive peer-to-peer visit working on real challenges. The focus is to explore the sustainability initiatives of industry and international frameworks, theoretical models and best practices using the knowledge and skills of a small group of executives combined with skilled questioning, to re-interpret old and familiar concepts and produce fresh ideas.

DETAILED DESCRIPTION OF THE TASKS ASSIGNED:

CIFAL Flanders has the ambition to be the benchmark in terms of Action Learning for Sustainability Leadership: innovative and practical learning and training methods for business ethics and sustainability, complementary to existing academic and business school programs, within the business community, government, the society, trade unions, and the academic world.

We are currently seeking an Intern Training Methodology Development to assist with the organisation's training methods and communication materials. The internship offers a learning opportunity in a small and motivated team for a graduate who is interested in Corporate Social Responsibility and Sustainable Development as well as in dealing with governments, companies, civil society, the academic world, foundations, and the United Nations.

On the basis of this perspective, the candidate will be assigned the following tasks:

- Use known education principles and stay up-to-date on new training methods and techniques, with primary focus on the Action Learning Methodology.
- Researching on various topics related to the UN Sustainable Development Goals, UN Mandates and texts, CSR policies, Business & Human Rights, etc.
- Design and prepare educational aids and materials using Adobe Creative Cloud (Indesign)
- Further development of the action learning methodology and educational tools.
- The organisation of sector-specific courses, workshops and training trajectories.
- Gather feedback from trainers and trainees after each educational session.
- Assist office staff during the events organized by CIFAL Flanders and in their evaluation afterwards.
- Assist staff with administrative and other tasks as needed.

Specific requirements for this internship:

Academic qualification: Bachelor or Masters Degree or equivalent in educational sciences, Communication, Economic Studies or in any other related field relevant to the themes addressed by the offer. Familiarity with traditional and modern training methods and techniques is an asset.

Language skills: Excellent in written and spoken Dutch. Knowledge of French and English are an added value.

Computer literacy: IT and database management (Teamleader), knowledge of website management (Wordpress), MS Office (Word, Outlook, Publisher), social media (Twitter, LinkedIn, Facebook), e-learning platforms and Adobe Creative Cloud (InDesign, Illustrator) are good assets.

Work experience (not required, but does form an asset): training coordinator, training facilitator or similar role, hands-on experience developing training materials and/or coordinating large (training) events is an asset. Also experience in corporate social responsibility and/or business ethics and/or sustainability labeling systems and/or stakeholder management and/or company foundations is an added-value.

Additional skills/requirements: Excellent analytical and organizational skills, good written and oral communication skills, proven ability to work in a multicultural environment and with a diverse group of stakeholders, good team orientation, ability to multitask.

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