

## Prospectus

- 1. Programme:** **UNESCO Internship Programme 2025**
- 2. Organiser:** **The Education and Youth Development Bureau (DSEDJ)**
- 3. Purpose:** The Macao SAR Government has signed a cooperation agreement with the United Nations Educational, Scientific and Cultural Organization (UNESCO) to allow outstanding young people from Macao to have an internship at the UNESCO headquarters, offices and its affiliated institutions, thereby broadening their global vision and promoting their professional growth through work experience.
- 4. Target Group:**
  1. Holders of a professional degree (a bachelor's degree or above) in the profession specified for the internship position, except for those who have participated in the programme and been an intern twice;
  2. and permanent residents of Macao aged 35 or below on or before 31 December 2025.
- 5. Duration:** 6 months
- 6. Position/Location:** See the List of Internship Positions
- 7. Form of internship:** Interns provide voluntary services at designated institutions under the guidance and supervision of designated professionals. Interns are not UNESCO's staff and cannot represent the internship institution in an official capacity.
- 8. Application Methods:**
  1. Applicants apply on the DSEDJ's website from 30 June to 11 July 2025, submit the application form by email, select the internship position to apply for, and submit relevant documents according to the academic qualifications and other requirements for the position. If all the required application documents are not submitted before the deadline, the application will not be accepted.
  2. Submit the following documents by email:

- a. A copy of the valid Macao Permanent Resident Identity Card;
- b. A copy of the valid Macao SAR passport;
- c. One recent color photo of 1.5 inches, front-facing and bareheaded;
- d. Proof of receiving education for at least 3 consecutive years in Macao between secondary education and higher education. The documentary proof or transcript must be issued by the secondary school or higher education institution the applicant attended, or issued by an authorised body;
- e. A copy of the professional degree certificate and transcripts of the previous years required for the internship position (in English); if applicants do not have the relevant degree certificate at the time of application, they must submit proof of enrollment (in English) and submit a copy of the relevant degree certificate within the specified period after being admitted;
- f. A resume and a cover letter (written in English and uploaded as one file; word count requirement: the resume should be within 800 words; each cover letter should be within 1,200 words according to the position; the desired position and internship location must be stated on letterhead);
- g. Proof of language proficiency test required by the internship position, such as IELTS, TOEFL or TOEIC.

## **9. Selection and Confirmation:**

1. After the application documents are verified, the DSEDJ will publish a list of candidates online;
2. The list will be sent to UNESCO for selection. The UNESCO will determine the selection method and make the final decision;
3. The relevant decision will be confirmed by the DSEDJ and

published on DSEDJ's website.

## **10. Publication**

List of candidates: July 2025 (estimated)

### **Date:**

## **11. Allowances and Subsidies:**

1. Transport costs to and from the internship location;
2. Living allowance of \$18,000 patacas per month;
3. A one-off subsidy of \$20,000 patacas for insurance costs and visa fees;
4. The remaining expenses shall be borne by the interns themselves.

## **12. Obligations of Interns:**

1. Must sign the "Declaration of Acceptance of Internship Subsidy and Related Responsibilities" and the internship institution agreement (provided by the UNESCO and signed between the UNESCO and the interns);
2. Provide information on a current account opened in Macao for transfer of allowances and subsidies;
3. Cannot simultaneously receive subsidy from other entities without the permission of the DSEDJ;
4. Before accepting the internship, interns must have a full understanding of the internship location, including but not limited to the local hygienic conditions, public security conditions, cultural customs, religious beliefs and price levels. Interns cannot cite the said issues as reasons for interrupting the internship;
5. Interns must apply for a visa by themselves using their Macao SAR passport;
6. Interns must purchase insurance by themselves, including round-trip travel, personal accidents and medical insurance covering the entire period and geographical area of the internship and submit a copy of the insurance certificate(s) to the DSEDJ before departure;
7. If there is any change in the local contact information (such as the postal address, email address, telephone number) during the internship period, interns must notify the DSEDJ by email immediately;
8. Submit a report on the internship written in Chinese, Portuguese or English to the DSEDJ within 3 months after the internship is completed (with no less than 1,500 Chinese

characters, no less than 2,000 Portuguese or English words, and no less than 10 photos taken during the internship);

9. Regularly inform the DSEDJ of the personal situation of the internship and contribute to the promotion of this programme;
10. In the event of non-compliance with any of the above-mentioned circumstances, or due to provision of false statements or omission of important facts in the application documents, the DSEDJ has the right to abolish the allowances and subsidies stated in Items 2 and 3 of Clause 11 above. The relevant persons must return the relevant subsidies and the case will be handled in accordance with the current applicable laws of Macao.

### **13. Provisions for interruption of internship:**

#### **1. Voluntary interruption**

If the internship is interrupted due to personal reasons, the DSEDJ and the internship institution must be notified in writing 30 days in advance and all subsidies received must be fully returned, including the living allowance, transport costs and one-off subsidy.

#### **2. Forced interruption**

If an intern seriously violates the agreement signed between the UNESCO and the interns or breaks the local laws during the internship, the DSEDJ or the internship institution has the right to terminate the internship immediately. The intern must return all the subsidies received, including the living allowance, transport costs and one-off subsidy.

#### **3. Interruption due to force majeure**

In the event of force majeure such as natural disasters, political unrest, serious epidemics or health problems, interns must notify the DSEDJ and the internship institution of the situation and provide the relevant documentary proof. Under this circumstance, the DSEDJ or the internship institution has the right to terminate the internship immediately. Interns must return the living allowance for the remaining months of the internship programme in proportion, while they can keep the transport costs and the one-off subsidy.

## 14. Schedule:

Item	Dates (to be confirmed)
Application period:	30 June to 11 July 2025
Announcement of the list of candidates:	Publication on the DSEDJ's website during July 2025
Selection:	August 2025
Documents to be submitted:	<p><b>The following documents must be submitted to the DSEDJ within 10 days after the admission list is announced:</b></p> <ol style="list-style-type: none"> <li>1. The signed "Declaration of Acceptance of Internship Subsidy and Related Responsibilities";</li> <li>2. A copy of the passbook of an account opened in Macao (copy the pages that contain the name of the admitted applicant and the bank account number);</li> <li>3. A copy of the professional degree certificate (only applicable to those who failed to submit it during application);</li> <li>4. Declaration of the emergency contact person and copy of his/her identity document.</li> </ol> <p>Notes:</p> <ol style="list-style-type: none"> <li>1. Late submission of the above-mentioned documents will be deemed as withdrawal from the programme and the position will be filled in order from the waiting list.</li> <li>2. Except for force majeure or special circumstances, the applicant who has withdrawn from the programme cannot apply for UNESCO Internship Programme organised by the DSEDJ for 2 years.</li> </ol>



#### **14. Inquiry:**

The Education and Youth Development Bureau

Email: [unorgip@dsedj.gov.mo](mailto:unorgip@dsedj.gov.mo)

Tel. no.: ( 853 ) 8396 9313 / 8396 9336

Fax no.: ( 853 ) 2837 0105

#### **15. The DSEDJ reserves the right to amend and interpret the Prospectus.**

Annex 1: List of internship positions: UNESCO Internship Program 2025 - Positions (7)

Annex 2: Declaration of Acceptance of Internship Subsidy and Related Responsibilities

## UNESCO Internship Program 2025 -- Positions (7)

No.	Position	Location	Duration	Diploma	Language Skills
A	Trainee in Education for Peace and Sustainable Development	Dakar, Senegal	6 months	Applicants must meet one of the following: Be enrolled in a graduate school programme (second university degree or equivalent, or higher), or be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent). Subjects: Education, Social Sciences, Environmental Sciences, Economics, or other related subjects.	Excellent knowledge of French or English and a good knowledge of the other one. Knowledge of Portuguese language will be an asset.
B	Trainee in Education in Emergency	Quito, Ecuador	6 months	Applicants must have completed at least three years of full-time studies (Bachelor's degree or equivalent) at a university or equivalent institution prior to commencing the assignment. Bachelor's degree or equivalent in Education, International Relations, Economics, Public Policy, or similar; accumulated professional experience is desirable. Subjects: Education, Migration, and Project Management (planning processes, monitoring, and evaluation tools in projects).	English (Fluent), Spanish (Working knowledge).

## UNESCO Internship Program 2025 -- Positions (7)

No.	Position	Location	Duration	Diploma	Language Skills
C	Trainee in Marketing Communication - Resource Mobilization and Partnerships	Santiago, Chile	6 months	Advanced university degree (master's degree or equivalent) in Marketing, Graphic Design, Communications, Journalism, Political Science, International Relations, Public Affairs, or a related field. Prior experience in advertising, journalism, or graphic design is an asset.	Upper intermediate knowledge of English (written and spoken). Spanish proficiency is desirable.
D	Trainee in Natural Sciences programmes	Maputo, Mozambique	6 months	Master's degree (Masters level). 2-3 years of relevant experience preferred.	Strong communication skills in English. Knowledge of Portuguese is an asset.
E	Trainee in Social and Human Sciences programmes	Maputo, Mozambique	6 months	Master's degree (Masters level). 2-3 years of relevant experience preferred.	Strong communication skills in English. Knowledge of Portuguese is an asset.
F	Trainee in Communication and information programmes	Accra, Ghana	6 months	MSc or M.A. in Communication, Journalism, Social Sciences, Media Studies, and Information Technologies.	English (required) and working knowledge of French.
G	Trainee in Intersectoral coordination	Beijing, China	6 months	University degree (preferably at Master level) in International Relations, Social Sciences, Natural Sciences, Environmental Engineering, Public Management, or related discipline.	Excellent knowledge (written and oral) of English. Good knowledge of Chinese, French, Spanish, or other East Asian languages is an asset.

## To the Education and Youth Development Bureau

### Statement of Accepting Internship Funding and Related Obligations

I (intern's name), holder of Macao Permanent Resident Identity Card No. (number) and Macao SAR Passport No. (number), hereby declare that I have applied for the (name of internship programme) organised by the **Education and Youth Development Bureau (DSEDJ)** for the position of (internship position) in (country of internship), and have been admitted by the office of (international organisation) in (internship country). I accept the allowances granted by the DSEDJ (including a living expenses allowance of MOP 18,000 each month, round-trip transportation expenses between Macao and the internship location and a one-time allowance of MOP 20,000 for expenses such as insurance, visa and temporary accommodation). I further declare that I **acknowledge and promise to obey** the following rules:

#### 1. General Provisions for the Internship Period

1.1 The intern must not accept any financial support or subsidies from other government departments of the Macao Special Administrative Region (Macao SAR) for this project.

1.2 The intern must carry out the internship at the aforementioned organisation free of charge, and there is no employment relationship between the parties. During the internship, supervision and training methods are established by agreement and provided by the office of the internship organization. A photocopy of the signed contract must be sent to the DSEDJ for record purpose.

1.3 The intern must respect the impartiality and independence of the internship institution, and may not, under any circumstance, request to change the internship country or position. The intern must complete the internship within the agreed period .

1.4 Speeches made public on behalf of the Macao SAR Government or the internship institution are not allowed without permission from either party.

1.5 The intern must act in accordance with good manners and with the norms of professional conduct. The intern must not adopt behaviours that may harm the Macao SAR Government and the internship organisation; not engage in activities that are not in line with the mission and objectives of the internship organisation; not carry out activities that violate the performance of duties.

1.6 To participate in this programme, the intern must use a Macao SAR passport as a travel document. The required visa application must be handled by the intern.

1.7 The intern must prepare the necessary personal health certificates in accordance with the entry requirements of the internship location (for example, a COVID-19 vaccination certificate).

1.8 The intern must, before starting the internship, provide DSEDJ with a health certificate issued in Macao declaring fitness for work.

1.9 Insurance and medical insurance at the internship location are arranged by the intern.

1.10 During the internship, promptly notify the DSEDJ by email of any change in the intern's contact information at the internship location (e.g., address, e-mail, telephone number, etc.).

1.11 The intern must report to the DSEDJ about the internship and help promote the internship programme.

1.12. The intern must submit an internship report within three months of completion of the programme (consisting of at least 1,500 Chinese characters or 2,000 Portuguese/English words, as well as at least 10 photos taken during the internship period) to the DSEDJ.

1.13 All documents and statements submitted to the DSEDJ for the purpose of applying for the programme must be true and must not conceal or omit substantial facts.

2. In case of non-compliance with the above regulations, violation of the statutory provisions of the aforementioned program, or violation of the content declared in this statement of acceptance of financial support, the allowances and subsidies will be fully revoked. The disbursed amounts (including living allowance, transportation expenses, and one-time subsidy) must be fully refunded to DSEDJ within 1 year from the date of failure to fulfill obligations, and any potential legal responsibilities must be borne.

### 3. Provisions for Internship Interruption

#### 3.1 Voluntary interruption

For interruption of the internship due to personal reasons, DSEDJ and the internship institution must be notified in writing 30 days in advance, and all disbursed financial support, including living allowance, transportation expenses, and one-time subsidy, must be fully refunded.

#### 3.2 Mandatory interruption

If there is a serious violation of the agreement signed with the internship institution or local laws during the internship period, DSEDJ or the internship institution has the right to immediately terminate the internship. The intern must fully refund all disbursed financial support, including living allowance, transportation expenses, and one-time subsidy.

#### 3.3 Interruption due to Force Majeure

In case of force majeure factors such as natural disasters, political unrest, severe epidemics, or health issues, DSEDJ and the internship institution must be notified with relevant supporting evidence. In this situation, DSEDJ or the internship institution has the right to immediately terminate the internship. The intern must refund the living allowance for the remaining months on a pro-rata basis; transportation expenses and one-time subsidy do not need to be refunded.

### 4 Provisions for Refunding

For refunds due to situations in points 2 or 3, the relevant amounts should be returned to DSEDJ within 1 year from the date of failure to fulfill obligations or interruption of the internship.

5. In the event of non-compliance with the repayment rules, the intern must bear all legal liabilities. In case of force majeure or special circumstances, the intern may apply in writing to the DSEDJ for a deferred repayment and provide relevant proof.

I have understood and accepted all the provisions and obligations in this program, including the amount of financial support, internship interruption, and refund terms. I understand the internship content and local living environment, and I commit to doing my best to complete the internship and fulfill the obligations as stipulated.

Declarant

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Day/ Month/ Year

(Please sign with the same signature as on  
the Macao SAR Resident Identity Card)