

Prospectus

- 1. Programme:** UNESCO Internship Programme 2023
- 2. Organiser:** The Education and Youth Development Bureau (referred to as the ‘DSEDJ’)
- 3. Objectives:** The Macao SAR Government has signed a Cooperation Agreement with UNESCO to let eligible Macao youth talents to do internship at the UNESCO Headquarters, its offices and its affiliated institutions. This initiative aims to broaden the horizons of Macao youths and enhance their professional skills through valuable work experience.
- 4. Eligibility:**
 1. Applicants must hold a bachelor’s or higher degree, but exception is granted to those who have previously interned at least twice in this programme.
 2. At the same time, applicants must be Macao permanent residents aged 35 or younger as of December 31, 2023.
- 5. Internship duration:** No longer than 12 months, but the exact duration has to be confirmed by UNESCO.
- 6. Position/
Location:** See “List of Internship Positions” for more details (Annex 1).
- 7. Form of
internship:** Interns provide voluntary services at the assigned agencies under the guidance and supervision of designated professionals. Interns are not UNESCO staff members and cannot represent the internship agencies in any official capacity.
- 8. How to apply:**
 1. Apply on the DSEDJ website from July 17 to August 4, 2023. Then through email, submit the application form, stating the desired positions, and attach the required academic qualifications and other required supporting documents. Application will not be accepted if the applicant fails to submit all the required documents before the deadline.
 2. Submit the following documents by email:
 - a. A photocopy of the applicant’s valid Macao Permanent Resident Identity Card.
 - b. A photocopy of the applicant’s valid Macao SAR passport;
 - c. A coloured, 1.5-inch photo showing the applicant’s full face, without a hat.
 - d. Certificates or academic reports issued by local schools or higher education institutions showing that the applicant has

received at least three consecutive years of education in Macao (from secondary school to university) or certificates that serve the same purpose issued by other competent authorities in Macao.

- e. Photocopy of the academic qualification certificate required for the internship position and the photocopies of the related academic reports (in English) of each academic year; if the academic qualification certificate is not available at the time of application, an attendance certificate is required, but a copy of the academic qualification certificate (in English) must be submitted within a specified time after the applicant is selected to join the programme.
- f. Résumé and cover letter (both in English) should be uploaded in one document. The résumé should not exceed 800 words, and the cover letter for each applied position should be no more than 1,200 words, clearly indicating the position title and the internship location in the title.
- g. Language proficiency certificates required for the internship positions, e.g., IELTS, TOFEL or TOEIC, etc.

9. Selection and confirmation:

1. Once all application documents are reviewed, the candidate list will be published on the DSEDJ website.
2. The list will then be submitted to UNESCO for selection. The selection standard is set by UNESCO.
3. The selection result will be confirmed by the DSEDJ and then announced on the DSEDJ website.

10. Announcement dates:

Candidate List – Between August and September 2023 (Expected)

Admission List – Between September and October 2023 (Expected)
 (Selected candidates will receive notification email from the DSEDJ.)

11. Allowances:

1. Round-trip travel expenses between the intern’s departure place and the internship location;
2. Living expenses allowance of MOP\$12,000 each month;
3. A one-time allowance of MOP\$20,000 for expenses like visa and insurance expenses;
4. Any additional expenses shall be borne by the interns.

12. Obligations of the interns:

1. Interns must sign the “Statement of Accepting Internship Funding and Related Obligations” (Annex 2) and the agreement

- with the internship organisation (Provided by UNESCO and signed by the intern);
2. Provide information of a savings account opened in Macao to receive the allowances by bank transfer;
 3. It is not permitted for interns to simultaneously receive grants from other entities without the permission of the DSEDJ;
 4. Interns must apply by themselves for a visa with their Macao SAR passports;
 5. Obtain their own insurance including round-trip travel, personal accident, and medical insurance covering the entire duration and geographical area of the internship. Relevant insurance documents must be submitted to the DSEDJ prior to the departure date.
 6. Promptly notify the DSEDJ by email of any change to the contact information during the internship (e.g. residential address, email address, telephone number, etc.).
 7. 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 and at least 10 photos taken during the internship) to the DSEDJ.
 8. Provide regular updates to the DSEDJ during the internship and agree to actively participate in any promotional or publicity campaign related to the programme.
 9. In the event of non-compliance with any of the aforementioned points, providing false statements or omitting substantial facts in the application documents, the DSEDJ reserves the right to revoke the granted allowances mentioned in Point 11 above. The involved person shall be held liable to return all received allowances to the DSEDJ within one year from the date of non-compliance with any of the points mentioned above. Under special circumstances, a deferred repayment may be allowed with prior written consent from the DSEDJ.

13. Timetable:

Matter	Date (TBC)
Application period:	July 17 to August 4, 2023
Candidate list:	Announced on the DSEDJ website between August and September 2023
Selection period:	September 2023

Admission list:	Announced on the DSEDJ website between September and October 2023
Submit documents:	<p>Submit the following documents to the DSEDJ within 10 days of announcement of the admission list:</p> <ol style="list-style-type: none"> 1. A signed “Statement of Accepting Internship Funding and Related Obligations”; 2. A photocopy of a Macao bank account passbook (the page showing the candidate’s name and account number); 3. A photocopy of the academic qualification certificate required for the internship position (only applicable to those who did not submit the certificate during application); 4. Emergency contact information and the ID copy of the contact person. <p>Note:</p> <ol style="list-style-type: none"> 1. Failure to submit these documents by the deadline shall be treated as a waiver. In such case, the vacancy will be filled from the waiting list in order. 2. Unless due to force majeure or special circumstances, those who decline admission offer will be prohibited from participating in the DSEDJ’s UNESCO Internship Programme for two years.
Departure date for internship:	It is expected in November 2023. The specific date is determined by the internship organisation.

14. Enquiries

The Education and Youth Development Bureau
 Email: unorgip@dsedj.gov.mo
 Tel: (853) 8396 9313 / 8396 9336
 Fax: (853) 2837 0105

15. The DSEDJ reserves the right to modify, change and interpret the prospectus of the Programme.

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Annex 1: List of Internship Positions

Annex 2: “Statement of Accepting Internship Funding and Related Obligations”

UNESCO Internship Program 2023 -- Positions (8)

No.	Position	Location	Duration	Diploma	Language Skills
A	Trainee in Office Communication	Apia, Samoa	12 months	Master's degree or equivalent in Mass Communication, Information Communication Technology (ICT), Information Technology (IT), Artificial Intelligence (AI), or Economics, Social Sciences with some software / programmer / developer / designer.	Fluency and very good working knowledge of English.
B	Trainee in Program, Management, Evaluation and Reporting	Apia, Samoa	12 months	Master's degree or equivalent in Development planning; Planning, Monitoring and Evaluation; or Social or Natural Sciences, Cultural Studies, Human Rights, or Public Policy with specialization in development planning; planning, monitoring and evaluation.	Fluency and very good working knowledge of English.
C	Trainee in Program Implementation and Monitoring	Montevideo, Uruguay	12 months	Advanced university degree (Masters or equivalent) in culture and international relations related fields. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.	Fluent in Spanish (speaking and writing). Very good knowledge of English (speaking and writing).
D	Trainee in Program Implementation, Visibility and Outreach	Kingston, Jamaica	12 months	Bachelor's degree or equivalent (Preferably in subject areas relevant to the mandate of the Communication and Information Sector)	English (fluency – Reading, Writing, Speaking, Understanding); French and Spanish language skills would be an asset.

UNESCO Internship Program 2023 -- Positions (8)

No.	Position	Location	Duration	Diploma	Language Skills
E	Trainee in the Biennale of Luanda (2023 edition)	Luanda, Angola	12 months	Bachelor or Master degree in Social and Human and Sciences, Violence Prevention and Conflict Resolution, Communication and Event Planning	Excellent knowledge of English or French; Knowledge of Portuguese is highly recommended.
F	Trainee in Regular Program and Extra-Budgetary Program Activities	Yaoundé, Cameroon	12 months	Master's degree in Human Rights, Peace and Conflict Resolution, Sociology, Anthropology, Social Work, Law, Political Science, International Relations, International Development, or other degree related to Social and Human Sciences	Excellent knowledge of English or French; Knowledge of another UN official language is an asset
G	Trainee in Technical and Vocational Education, and Life Skills	Maputo, Mozambique	12 months	Master's Degree or equivalent in Technical and Vocational Education, Economics and other related areas	Fluency and very good working knowledge of English. Portuguese would be an advantage
H	Trainee in Communication and Information	Maputo, Mozambique	12 months	Graduate (or in the final phase of the graduation) preferably with specialization in Journalism, Social Media and/or connect areas and a solid Human Rights knowledge/background.	English (and Portuguese). French would be an advantage.

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 12,000 each month, an allowance of (amount in MOP) to cover the 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. 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.
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.
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 (**12 months**).
4. Speeches made public on behalf of the Macao SAR Government or the internship institution are not allowed without permission from either party.
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 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.
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.
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).
8. The intern must, as soon as possible, submit a statement of fitness for work to the DSEDJ.
9. Insurance and medical insurance at the internship location are arranged by the intern.
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.).

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

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) to the DSEDJ.

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.

14. If the intern fails to obey or violates the above provisions, all allowances received shall be fully repaid to the DSEDJ within 1 year counting from the date of failure to perform the said obligations. The intern shall bear all legal liabilities as well.

15. 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.

Declarant

Day/ Month/ 2023

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