



## Strategies and Tools against social Exclusion and Poverty - STEP

ILO Social Security Department

### **Internship Knowledge Management**

#### **JOB DESCRIPTION**

##### **1. Background**

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The ILO Social Security Department promotes policies and provides assistance to countries to supply adequate levels of social protection to all members of society. The work of the department aims at enhancing the capacity of constituents, and particularly social security managers, to design sustainable social security schemes, and to manage and administer them more efficiently, so as to provide better benefits and extend coverage. To achieve this objective, the department engages in a wide range of activities including financial and actuarial services, legal advice, policy development, applied research and statistics to capacity building, knowledge dissemination and institution building.

The internship would be located in the knowledge management unit of the department. The key tool for knowledge management and information sharing in the department are two internet platforms – Global Information on Micro-insurance and Global Extension of Social Security (GIMI and GESS)<sup>1</sup>. The platforms aim at facilitating the exchange of information and ideas, capture and document experiences, identify knowledge gaps, create new knowledge and promote innovation. The platform offers various sections to enable easy access to relevant information, including an environment for reading background information on key topics in social security or country-specific information, a section for reading and posting news and comments, searching or adding resources in a library with latest publications, statistics, legislation on social security (most of which are available for download), engaging in online discussions, looking for definitions in a social security glossary etc.

Since April 2009, the ILO and WHO are joint lead agencies for the Social Protection Floor initiative, one of nine UN joint initiatives in response to the financial and economic crisis. In light of these developments, the GESS platforms will undergo a revision and update in 2010.

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<sup>1</sup> [www.microinsurance.org](http://www.microinsurance.org) and [www.socialsecurityextension.org](http://www.socialsecurityextension.org)

## **2. Areas of Work**

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The intern would be supporting the maintenance and updating of the departmental knowledge sharing platforms GIMI and GESS, both in terms of content on social security issues as well as technical issues regarding quality and performance of the website. Depending on the background and qualification of the intern, this can take many different forms such as

- Producing new and updating/revising/enhancing existing Social Security Country Pages on GIMI and GESS (describing experience of countries in the area of social security extension, their social security system in terms of administrative set-up, financing mechanisms, benefits, coverage etc.)
- Producing new and updating/revising/enhancing existing Social Security Thematic Pages on GIMI and GESS on topics related to social security (health, old age, disability, work injury, families, maternity, children, cash transfers, social security financing, social security administration, informal economy, statistics, actuarial modelling, international social security standards etc.)
- Translation of thematic pages, country pages, news items etc.
- Contributing to the News and Library sections of the platform by posting new news items and library resources.
- Assisting other staff in the department in producing content for the platforms.
- Participating in the monitoring and evaluation of the platform performance (updating databases related to the platforms (library resources, news items) testing, checking the platform's mail addresses, monitoring utilization etc.)
- Developing ideas of promoting the website, e.g. improving the ranking in search-engines, linking to social media

## **3. Required Competencies**

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- Undergraduate studies completed in one of the following areas: social security, social policy, social sciences, economics, development studies, international relations, public finance, law, political science or related fields
- Background in Social Policy/Social Security in a development context
- Perfect knowledge of English, French or Spanish and working language of at least one other language of the three.
- Outstanding writing and editing skills (ability to write well-structured, concise)
- Capacity for analytical thinking
- Technical affinity to work on internet platforms (basic knowledge of html, wikis, web design, web-publishing) would be an asset
- Ability to work independent as well as in a team
- Motivated, open, interested to work in a multi-cultural environment

#### **4. Terms and Conditions**

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**Duration:** 6 months

**Start:** Recruitment throughout 2010 – first position to start as soon as possible

**Stipend:** 1500 CHF per month

**Contact:** Please address applications (CV, cover letter, references and work sample), preferably via e-mail, to:

Veronika Wodsak

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International Labour Office  
Social Security Department  
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