



Internship Vacancy Announcement 001

Post Title:	E-learning Development Intern AUTHORING
Duration:	6 months (September 2016 – February 2017)
Deadline for applications:	19 August 2016
Duty Station:	UNSSC Turin, Italy
Organizational unit:	Learning Lab
Remuneration:	450€ per month

UNSSC provides a work environment that reflects the core values of the United Nations: integrity, professionalism and respect for diversity.



The United Nations System Staff College (UNSSC) with its headquarters in Turin, Italy, is the United Nations institution for system-wide knowledge management, learning and training for the staff of the United Nations system. The College is expected to play a pivotal role in contributing to UN reform, the development of a common culture based on effectiveness, expertise and continuous learning through the development, co-ordination and provision of cross-cutting learning programmes which impact on all agencies and staff.



1. ORGANIZATIONAL CONTEXT:

The Learning Lab is one of the Programme Teams in the UNSSC, seeking to offer UN system organizations and staff innovative and cost-effective solutions to support staff development and increase learning, management and communication competencies and organizational capabilities. To this end, the Learning Lab team focuses on the application of technology and innovation to learning and knowledge management, fosters peer learning and offers UN personnel a broad portfolio of courses and on-demand services on core skills and management competencies.

2. DESCRIPTION OF DUTIES:

The United Nations System Staff College (UNSSC) is seeking an intern to work with course coordinators in the Learning Lab to create engaging e-learning modules using e-learning content development tools such as Articulate Storyline, H5P (html5), PowerPoint, etc.

This internship at UNSSC will provide the incumbent an opportunity to gain practical knowledge and skills in both core subjects related to UN work and the development of learning programmes around them. The incumbent will report to a Course Coordinator and be expected to transform creatively learning content into interactive e-learning lessons.

The intern will be responsible for, but not limited to, the following:

1. Provide technical support to e-learning development processes, notably by:
 - a. Designing and developing interactive e-learning modules using Articulate Storyline, H5P (html5), PowerPoint, etc.
 - b. Proof reading text provided by clients for development of e-learning modules.



- c. Working with Subject Matter Expert(s) to develop additional content, as required.
- d. Reviewing scripts/storyboards developed by vendors and comparing them to original sources to ensure key messages have been retained.
- e. Performing quality assurance tasks for e-learning modules, including:
 - f. Ensure navigation elements are functional and correctly linked.
 - g. Check audio for consistency in voice tone and pitch, and other narration errors.
2. Contribute to administrative tasks as required, internal discussions and meetings, note taking and report writing, including liaising with Finance and Administration on e-learning related issues as required.
3. Any other duties as assigned by the supervisor.

3. REQUIRED SKILLS:

Education:

Candidates currently pursuing an undergraduate or graduate degree in graphic design, creative arts, instructional design or other related areas from an accredited college or university.

Experience:

Previous work experience is not required. **Portfolio or evidence of skills is highly desirable.**

Language competencies:

Fluency (written and oral) in English.

Computer skills:

Excellent computer skills in the Microsoft Office suite (especially the use of PowerPoint for e-learning graphics), as well as familiarity with video and audio editing, web-based authoring, web conferencing and learning management tools.

Other skills and competencies:

Ability to learn and act in a fast-paced environment.

Ability to work effectively as part of a team.

High motivation, with a desire to learn and grow professionally.

Familiarity with online learning and social media tools.

4. APPLICATION PROCEDURE:

Eligible candidates interested in doing an internship at the United Nations System Staff College must submit in English:

- An up-to-date curriculum vitae (resume);
- A motivation letter;
- For applicants who are currently enrolled in a degree programme, an endorsement from their University or Sponsoring Institution is required;
- Applications should be submitted by e-mail to: recruitment@unssc.org or by fax: (0039) 011 65359 02.
- Please indicate in the subject "Application for Internship Vacancy Announcement 001"

IMPORTANT:

Interns are responsible for making travel and accommodation arrangements and for obtaining the necessary visa for entering Italy or the country of any other duty station to which they have been assigned. UNSSC will facilitate the process of obtaining entry visas for countries of assignment.



The intern is responsible for ensuring that he/she has all the prescribed vaccinations for travel to the assigned duty station. Interns are also responsible to obtain medical insurance coverage in accordance with the requirements for entering Italy or the country of any other duty station to which they have been assigned. The cost of travel, visa, accommodation, vaccines, health insurance and living expenses are the responsibility of interns.

Before the beginning of the assignment, the selected intern shall also provide UNSSC with a self-certification of good health.

5. SELECTION AND COMMENCEMENT:

Candidates for the Internship Programme are selected on a competitive basis. Only those candidates who meet the requirements of the position will be short-listed and interviewed. The candidates will be informed of the result of the selection process as soon as it is finalized.

6. COMPLETION OF THE PROGRAMME:

At the end of the internship period, a written evaluation of the intern's performance will be prepared and a meeting will be organized with the intern to provide feedback. Upon completion of the Internship programme the candidate will be provided with a certificate of attendance.

7. FINANCIAL ASPECTS:

Interns who are not financially supported by other institutions shall receive a stipend from UNSSC intended to assist in covering basic subsistence costs. The monthly amount of the stipend is fixed at 450€. No other payment of any kind shall be made to an intern by UNSSC in connection with an internship agreement.

8. FURTHER CAREER OPPORTUNITIES:

The interns shall not be considered in any respect as being a staff member of UNSSC and shall not accrue benefits. In this regard, assignments under the Internship Programme do not carry expectation of conversion to any other type of contract or appointment in any activity of the UNSSC.

Interns may not apply for or be appointed to any position in the Professional or above categories during the period of their internship and for the six months immediately following the expiration date thereof.