



Internship Vacancy Announcement 02/2017

Post Title:	Intern – Graphic design
Duration:	6 months (starting from April/May 2017)
Deadline for applications:	26 March 2017
Duty Station:	Turin, Italy
Organizational unit:	Office of the Director
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.



Description of duties

The College is seeking a graphic design intern to assist in the development of materials to support corporate communication activities of the College. Duties will include - but are not restricted to:

- Designing clear engaging graphic communications for print and web. This will include logos, direct mail pieces, branded promotional items, web site and social media graphics, posters, flyers, and other marketing materials as needed
- Working closely with senior colleagues to translate their concepts into marketing materials
- Performs other related tasks requested by supervisor, as appropriate.

1. REQUIRED SKILLS:

Education:

To qualify for an internship with the Staff College, applicants must meet one of the following requirements:

- ✓ Are enrolled in a Master's or in a Ph.D. programme; or
- ✓ Are enrolled in the final year of a Bachelor's programme; or
- ✓ Are within one year after graduation from a Bachelor's, Master's or Ph.D. programme.



The University degree must be in the area of: Communications, Graphic Design and/or Multimedia Arts, Visual Communications, or in a related field.

Experience:

Previous work experience is not required, however, knowledge and competence in the following is required:

- Proficient in main graphic design and photo editing software (Adobe Illustrator, InDesign and Photoshop);
- Knowledge of designing for print and digital media, including web design;
- Familiarity with main social media platforms.

Languages:

Excellent communication skills (written and oral) in English are required; working knowledge of another UN language, as well as Italian is an advantage.

Other skills:

- Ability to convert complex and abstract ideas into simple visual concepts
- Ability to learn and act in a fast-paced environment.
- Ability to work effectively as part of a team
- High motivation to learn and grow professionally
- Ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds
- Ability to handle situations with diplomacy and tact
- Ability to define and work to deadlines

2. 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
- Please indicate in the subject “Application for Internship vacancy announcement 002”

IMPORTANT:

Interns are responsible for making travel and accommodation arrangements and for obtaining the necessary visa for entering Italy. 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. 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.

3. 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.

4. 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.

5. 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.

6. 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.