



Internship Vacancy Announcement 003/2021

Post Title:	Intern – Executive Leadership Portfolio
Duration:	6 months
Deadline for applications:	13 June 2021
Duty Station:	Home-based
Organizational unit:	UNSSC Knowledge Centre for Sustainable Development
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) is the primary provider of inter-agency training and learning for staff of the United Nations system. Its overall objective is to promote and support UN inter-agency collaboration, increase the operational effectiveness of the UN system as a whole and provide UN staff with the required skills and competencies to face today's global challenges.

UNSSC conducts a variety of learning and training activities, in Turin and Bonn, UN Headquarters as well as the regional and country levels. All such activities effectively respond to the cross-agency, far-reaching reform agenda of the United Nations



Organizational Context

The UNSSC Knowledge Centre for Sustainable Development (KCSD), officially opened in January 2016, is an integral part of the United Nations System Staff College tasked to provide support to the UN system in implementing the sustainable development agenda through learning, training and knowledge management. It supports, in collaboration with relevant UN and non-UN institutions, the policy and operational work of the UN and member states through the development of learning tools, platforms of interaction and executive programmes around the five dimensions of the 2030 Agenda.

With the rapid expansion of activities, the KCSD needs an intern who can provide temporary support during the peak period of the Team's yearly work plan.



Description of duties

The intern will assist the UNSSC Knowledge Centre of Sustainable Development on course offerings related to the Executive Leadership and Policy Coherence portfolio.

Key Functions include:

- Assist in content development for course offerings of the Executive Leadership portfolio;
- Provide online support for online and virtual events, for example, hosting Zoom meetings, creating break-out rooms, and preparing learning spaces on remote learning platforms, such as Mural, Miro, Jamboard, Padlet or other;
- Support logistical preparations, arrangements & relations with clients, participants & faculty;
- Provide general support services for online training sessions and meetings, including preparation of substantive background material, exercises and documentation;
- Maintaining records and ensuring proper filing systems are in place;
- Assist in creative content development including photo and video editing, and development of promotional materials.

1. QUALIFICATIONS REQUIRED:

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: international development, learning experience design, administrative or multimedia studies, educational technology, adult learning, information technology, or related field.

Experience:

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

- Proficient in Microsoft Office: Word, Excel, PowerPoint and Outlook
- Familiarity with communication, learning and social media tools
- Proficient in tools used for editing audiovisual content including: videos and photos (for example: Adobe Creative Suite)
- Project management and high level of organization

Languages:

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

Other skills:

- Ability to convert complex and abstract ideas into simple concepts that can be presented in different formats.
- Ability to develop video, audio, and image content based on an idea or concept.
- 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 003”

IMPORTANT:

This internship position is home-based. Should the intern wish to travel to the duty station, 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 Germany. 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.