



UNITED NATIONS
SYSTEM
STAFF COLLEGE

Vacancy No:	INT/002/2022
Post Title:	Intern – 2 positions
Organizational Unit:	UNSSC Knowledge Centre for Sustainable Development
Duty Station:	Home-based
Duration:	6 months
Deadline for applications:	10 March 2022

UNSSC provides a work environment that reflects the core values of integrity, professionalism and respect for diversity. We strongly encourage qualified women and candidates from developing countries to apply.

Organizational Context:

With its Headquarters in Turin (Italy) and its second Campus in Bonn (Germany), the United Nations System Staff College is a centre of excellence for training and knowledge management within the UN system. Each year, we offer learning initiatives that reach over 10,000 beneficiaries through residential courses, distance-learning, strategic exchanges and seminars.

The United Nations System Staff College (UNSSC) is the primary provider of inter-agency training and learning for the 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 and stakeholders 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 at the regional and country levels. The UNSSC Knowledge Centre for Sustainable Development (KCSD), based in Bonn, is an integral part of the United Nations System Staff College tasked to provide support to the UN system and stakeholders in implementing the 2030 Agenda for Sustainable Development and the Paris Agreement on Climate Change through learning, training and knowledge management.

The UNSSC Knowledge Centre for Sustainable Development supports, in collaboration with relevant UN and non-UN institutions, the policy and operational work of the UN through the development of learning tools, platforms of interaction and executive programmes around the five dimensions of sustainable development—people, prosperity, planet, partnership, and peace.

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

Terms of reference:

The intern will provide assistance to the UNSSC Knowledge Centre of Sustainable Development on course offerings.

With delegated authority, the intern will be responsible for the following duties:

- Provide support to the design and development of training and learning activities on sustainable development themes and topics.
- Provide support to online and virtual courses - setting up and hosting Zoom meetings, break out rooms and provide technical assistance in the roll-out of virtual events.
- Assist the development of learning spaces on remote learning platforms such as Canva, Mural, Miro, Jumbboard, Padlet and/or others.
- Support the uploading and maintenance of e-learning programmes on UNSSC's Learning Management System (Moodle).
- Support the administration and management of online courses on the UNSSC learning platforms, including the outreach to and engagement with participants and course evaluations.
- Assist in the development of multimedia content such as videos, podcasts, infographics through audiovisual softwares (Adobe Suite, Riverside, Camtasia, Videoscribe or others).
- Contribute to the preparation of various written outputs, e.g. internal reports, presentations, background papers, inputs to publications and others.
- Create, edit and manage content published on UNSSC KCSD online learning environments.
- Maintaining records and ensuring proper filing systems are in place.

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: sustainable development, knowledge management, learning design, multimedia studies, learning experience design, educational technology, adult learning, information technology, or related field.

Experience:

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

- Experience in the development of learning and training products on sustainable development themes and topics.
- Proven ability to use Microsoft Office Package.
- Proven ability to use web-based authoring, web conferencing and online learning management tools.
- Proven ability in tools used for editing podcasts, videos, visuals and websites (Adobe Creative Suite, Videoscribe, Camtasia, etc).
- 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 and competencies:

- 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.

Submission of applications

1. 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;

Please apply through the online application form available at <https://www.unssc.org/about-unssc/employment-opportunities/>

2. IMPORTANT

These internship positions are both home-based.

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.