



**UNITED NATIONS
SYSTEM
STAFF COLLEGE**

Vacancy No: INT_008_2022
Post Title: Intern
Organizational Unit: UNSSC Knowledge Centre for Sustainable Development
Duty Station: Home-based or Bonn, Germany
Duration: 6 months
Deadline for applications: 21 October 2022

The UNSSC is committed to diversity and inclusion within its workforce, and encourages candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities 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.

The Knowledge Centre for Sustainable Development is looking for an intern to support its ongoing work on upscaling the capacity of Resident Coordinator (RC) System – comprised of Resident Coordinators, RC Offices and UN Country Teams - to accelerate implementation of the 2030 Agenda and the Sustainable Development Goals at the country level..

Terms of reference:

The internship will provide the successful candidate with a unique opportunity to learn about how the RC system operates at the country level.

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

- Assist the organization of capacity development initiatives targeting the RC system including retreats, workshops, meetings, trainings and other similar events.
- Support the compilation and preparation of briefing and presentation materials, background information and documentation for retreats, trainings, meetings, events and workshops;
- Provide administrative and logistical support for events related to KCSD's capacity building activities targeting the RC system;
- Provide support to the design and development of training and learning activities on sustainable development themes and topics;
- Undertake desk research on issues relevant to the RC system and country programming processes;
- 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;
- Support the uploading and maintenance of e-learning programmes on UNSSC's Learning Management System (Moodle);
- Create, edit and manage content published on UNSSC KCSD online learning environments;
- Any other tasks as may be required.

Qualifications required

Education

Applicants can be considered if they meet one of the following:

- ✓ 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 in international relations, security, peace and conflict studies, gender or humanitarian/development issues.

Experience

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

- Experience in the organization of high-level meetings, conferences, retreats, trainings, and other similar activities within the United Nations;
- 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 for coordination, planning and 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

The application (in English) should include the following:

- a duly completed, updated and signed P11 form (<http://www.unssc.org/sites/unssc.org/files/p11un.doc>)
- a motivation letter elaborating in a concise style why you consider yourself qualified for this position; and
- For applicants who are currently enrolled in a degree programme, an endorsement from their University or Sponsoring Institution is required;
- A portfolio of previous work achievements related to your major field would be highly desirable, though not required. (e.g. video production samples, media coverage of projects, papers etc)

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

IMPORTANT:

Interns positions are home-based

1. 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.

2. 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.

3. 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.

4. 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.