Vacancy No: INT_002_2023
Post Title: Intern
Organizational Unit: UNSSC Knowledge Centre for Sustainable Development
Duty Station: Home-based or Bonn, Germany
Duration: 4-6 months – ideally, from mid-March or 1 April until at least mid-July 2023
Deadline for applications: 7 March 2023

At the United Nations System Staff College (UNSSC), the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. UNSSC is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

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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 18,000 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 preparatory work to run one of its long-lasting flagship programmes. The UN Summer Academy is a dynamic, connected and engaging critical global forum for advancing sustainable development. For over a decade, UNSA has convened exceptional groups of changemakers annually to address the global challenges the UN system and its partners are addressing. It features global sustainable development experts, members of government, city councils, renowned speakers, and a vibrant cohort of sustainability actors from multiple sectors and regions across the globe. This one-week virtual learning experience provides a platform to: (1) foster inclusive exchanges that build skills and knowledge to address global challenges; (2) inspire action, cutting-edge approaches, and solutions from around the world; and (3) build enabling environments where participants co-create solutions towards a set of shared goals.

In 2023, the UN Summer Academy will once again welcome participants from civil society, academia, youth-led organizations, UN Agencies and the private sector to engage in robust discussions and knowledge exchanges. This year's theme is ‘Governance for Sustainable Development’, in line with the 2030 Agenda for Sustainable Development and the Paris Agreement. With less than a decade left to reverse the already insufficient advances on the 2030 Agenda, and effectively address the climate crisis in time, this edition will be based on transformative thinking methods and initiatives fostering a whole-of-society approach. The sub-themes of Multilevel Governance, Green and Just Transitions and Governance for the Future have been identified as critical focus areas of the governance lever for sustainable development. This exciting event will take place from 26 to 30 June 2023.

**Terms of reference**

The internship will provide the successful candidate with a unique opportunity to learn about how the virtual UN Summer Academy is organized and contribute to the successful delivery of this immersive virtual learning experience to participants from the UN system and non-UN actors.

Under the overall guidance of the KCSD Head of Office, and the direct supervision of the Learning Portfolio Manager and the Associate Fellows assigned to the project, the intern will be responsible for, but not limited to, the following tasks:

- Assist the preparation and operations of the communications plan of UNSA 2023. communications and selection process of participants
- Undertake desk research on issues relevant to the UNSA 2023 theme and sub-themes and support the compilation and preparation of briefings and presentation materials, background information and documentation for the virtual learning event;
- Provide administrative and logistical support during the preparation and delivery of UNSA 2023, including by providing key technical support to virtual sessions - setting up and hosting Zoom meetings, creating and managing breakout rooms, and offering technical assistance to participants;
• Support the uploading and maintenance of e-learning asynchronous activities on UNSSC’s UNSA platform (Howspace);

• Create, edit, and manage content to be published on UNSSC KCSD online learning environments and communications platforms (social media and institutional website included);

• Support the preparation and data collection process of a learning needs assessment and the final evaluation of the learning experience by the participants;

• Support KCSD in the creation of a final narrative report about UNSA 2023;

• Any other tasks as may be required.

**Qualifications required**

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

- Be enrolled in a Master's or in a Ph.D. programme; or
- Be enrolled in the final year of a Bachelor's programme; or
- Having graduated from a Bachelor’s, Master’s or Ph.D. programme since less than one year.

**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,
- 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 e-learning tools,
- Proven ability for personal time management, and organization,
- Any previous experience or contact with the UN System is an asset.

**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,
- Ability to develop communication materials in different formats (video, audio, text, or image) 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 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 higher education institution is required.

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

2. IMPORTANT

The internship position may be either home-based or in Bonn, Germany.

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

The intern 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 intern 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.