

Vacancy No:	INT_003_2023
Post Title:	Intern, Communications and Social Media
Organizational Unit:	UNSSC Directorate
Duty Station:	Turin, Italy or home-based
Duration:	6 months
Remuneration:	450€ per month
Deadline for applications:	25 May 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.

Organizational Context

The UN System Staff College (UNSSC) is dedicated to serving the learning and knowledge needs of the UN System and, increasingly, of partner organizations. We create first-rate learning experiences grounded in the bedrock values of multilateralism and dignity for all enshrined in the UN charter. The UN system and partners rely on UNSSC to enhance their knowledge and skills across leadership and management, sustainable development, and peace-building. UNSSC is headquartered in Turin, Italy, with a Knowledge Centre for Sustainable Development in Bonn, Germany.

Communications are critical for advancing UNSSC's mission and raising its profile among UN staff and, increasingly, beyond the UN. Communications should aim to position the UN System Staff College as the learning organization for the UN

system (and beyond) and help boost the number of UN staff taking part in UNSSC courses. Staff within the UN system – and increasingly outside the UN system – need to know that UNSSC is a leading provider of learning and knowledge on the 2030 Agenda for Sustainable Development, on peace and security, and on leadership and management. Twitter, LinkedIn and Facebook can help position the Staff College's offerings and expand enrolment in UNSSC's learning programmes and tailored solutions.

Terms of reference

The selected intern will apply her/his skills in the field of communications and will report to the Communications and Outreach Officer. S/he will gain understanding of the UN's work in general, and in the area of communications, in particular.

Specifically, the intern will be responsible for the following activities:

- Updating social media platforms regularly with platform-specific content;
- Drafting communication materials including marketing emails, newsletters and web content;
- Supporting the execution of communication campaigns, events and other outreach activities;
- Assisting in drafting press releases, speeches and articles.
- Provide substantive and administrative assistance as required and perform any other duties as assigned by the supervisor

Qualifications required

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 the field of communications, public relations, languages, journalism or equivalent.

Experience:

Previous work experience is not required, however **experience in the field of communications and public relations** and **experience working with professional social media platforms are considered an asset.** Knowledge of the UN is an advantage.

Language competencies:

Excellent command of written and spoken English required. Knowledge of another UN language (Arabic, Chinese, French, Russian and Spanish) is an advantage.

Computer skills:

Excellent computer skills in the Microsoft Office suite.

Other skills and competencies:

- 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;

Submission of applications

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/>

Other Information

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.

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.

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.

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.