

Vacancy No:	INT_005_2023
Post Title:	Intern, Peace and Security
Organizational Unit:	UNSSC Peace and Security Hub
Duty Station:	Turin, Italy
Duration:	6 months
Remuneration:	450€ per month
Deadline for applications:	25 August 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 Safety and Security Portfolio is located within the Peace and Security Hub of the UNSSC. The portfolio works with a wide range of UN partners in order to develop initiatives for knowledge sharing and capacity building for UN Staff and partners, primarily in the following thematic areas, amongst others:

- a) Developing and delivering **train the trainers' courses** on Trainer Development and Certification (TDC), and Safe and Secure Approaches in Field Environments (SSAFE);
- b) Conducting SSAFE for Surge Deployment courses in Turin and abroad;
- c) Reviewing and revising **SSAFE training curricula** submitted by SSAFE focal points from the duty stations where SSAFE is being delivered;
- d) **Certifying** UN TDC+SSAFE Trainers and SSAFE surge staff.

Terms of reference

Under the direct supervision of the Learning Portfolio Manager, the **Intern** will be responsible for, but not limited to, the following:

- Maintain the UN global Safety and Security Database of Trainers and Participants through tasks such as:
 - Inserting lists of participants received from the field into the database;
 - Following-up with SSAFE focal points in the field to obtain missing data;
 - Compile statistical data to be used for reporting purposes and
 - Maintaining lists on SSAFE courses planned worldwide.
- Maintain and further develop the TDC+SSAFE Moodle platform;
- Issue TDC+SSAFE Certificates for Trainers and Participants;
- Contribute to communications efforts, through the drafting of information pieces and correspondence to be mainly shared within the Trainer and Participant community;
- Contribute to administrative tasks as required, internal discussions and meetings, note taking and report writing;
- Provide support to the TDC+SSAFE Face-to-face Courses, including the field training exercise;
- Provide technical support to e-learning development process as required, through tasks such as:
 - Conducting benchmarking and research as required to inform development;
 - Editing digital learning assets and resources (i.e. PowerPoints); and
 - Contributing to quality control of infographics, multimedia and other e-learning assets and resources.
- Any other duties as assigned.

Qualifications required

Education:

Candidates currently enrolled in or having completed a University programme in International Relations, Political Science, Human Rights, Social Science or an area related to UNSSC programmatic priorities.

Experience:

Previous work experience is not required.

Language competencies:

Fluency (written and oral) in English.

Computer skills:

Knowledge of online learning and social media tools; proven ability to use Microsoft Office, internet browsers and online platforms.

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, with a desire to learn and grow professionally.

Familiarity with online learning platforms and social media tools.

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.