

Vacancy No:	INT_008_2023
Post Title:	Social Media and Graphic Design Intern
Organisational Unit:	UNSSC Knowledge Centre for Sustainable Development
Duty Station:	Home-based
Duration:	3 months (part-time)
Deadline for applications:	01 December 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.

Organisational Context:

The United Nations System Staff College (UNSSC) is dedicated to serving the learning and knowledge needs of the UN system and partner organizations. We create first-rate learning experiences grounded in the bedrock values of multilateralism and dignity for all enshrined in the UN charter. Participants in our programmes rely on UNSSC to enhance their knowledge and skills across leadership and management, sustainable development, and peace and security. UNSSC is headquartered in Turin, Italy with an office in Bonn, Germany.

Based in Bonn, the Knowledge Centre for Sustainable Development (KCSD) advances the 2030 Agenda by offering everyone joint learning and knowledge-sharing opportunities. It offers customised training, workshops, and collaborative spaces in Bonn and across the globe.

Terms of reference:

The College is seeking an intern in graphic design to assist in developing knowledge-related products for the KCSD. The responsibilities will include but not limited to the following:

- **Social Media Template Design:** Develop engaging and cohesive social media templates to promote 2024 courses.
- **PowerPoint Presentation Templates:** Create visually appealing PowerPoint templates tailored for course presentations.
- **Report and Course Materials Design:** Design templates for reports and course materials, ensuring a consistent and professional look for 2024 courses.
- **Other Online Course-Related Design Tasks:** Undertake various digital and graphic design tasks related to online courses as assigned.

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 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 Illustration, Graphic Design and/or Multimedia Arts, Visual Communications, or a related field.

Experience:

Previous work experience is not required. However, knowledge and competence in the following is required:

- Proficient in graphic design with a keen eye for aesthetics.
- Experience using graphic design software, including proficiency in Canva and other relevant programs.
- Strong understanding of social media platforms and trends.
- Creativity and ability to translate ideas into visually appealing designs.
- Excellent attention to detail and ability to adhere to brand guidelines.

Language competencies:

Fluency (written and oral) in English. Fluency in another UN official language is an asset.

Skills & Competencies:

- Ability to convert complex and abstract ideas into simple visual concepts.
- Ability to create a drawing that expresses 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.
- For applicants who are currently enrolled in a degree programme, an endorsement from their university or sponsoring institution is required, and

- A portfolio of previous work achievements related to your major field would be highly desirable, though not required. (e.g., creating social media plans, editing videos and other designs, assigning multimedia tasks, etc.)
- **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€. In cases of part-time internship, the intern's entitlements will be adjusted accordingly on a pro rata basis. 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.