

TERMS OF REFERENCE

P&S Hub Intern

Post Title:	Intern - Peace and Security
Organizational Unit:	UNSSC Peace and Security Hub
Duty Station:	Home-based (flexibility to work according to Turin working hours)
Duration:	6 months
Remuneration:	450€ per month
Deadline for applications:	24 January 2024

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 United Nations System Staff College (UNSSC) is the primary provider of inter-agency training and learning for 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 with the required skills and competencies to face today's global challenges.

The intern will be working with the Conflict Analysis and Conflict Sensitivity Portfolio within the Peace and Security Hub of the UNSSC. In that capacity, they will be working with a wide range of UN partners in order to develop initiatives for

knowledge sharing and capacity building for UN Staff and partners. They will be developing, reviewing, revising and delivering course materials in French and English primarily in the following thematic areas, amongst others:

- Conflict Analysis for Sustaining Peace;
- Tailored trainings on Conflict Sensitivity;
- Realising the Youth, Peace & Security Agenda.

Responsibilities:

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

- Contribute to the revision of the course on “*Conflict Analysis for Sustaining Peace*” by reviewing existing course material, research, and scanning policies and background papers;
- Support the planning, implementation, and follow-up of the above-mentioned course (as well as other courses linked to this thematic area) in terms of communications and administration;
- Support in the development of training materials in French and English, including a toolkit for practitioners;
- Contribute to administrative tasks as required; such as internal discussions and meetings, note-taking and report writing;
- Provide technical support to e-learning development processes 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.
- Assist the Team in its activities, by performing other related duties as required.

Qualifications required:

Education:

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

Experience:

Previous work experience is not required. Previous experience, or shown interest in conflict analysis tools and application is desirable. Additionally, experience with E-learning platforms and programmes is an asset.

Language competencies:

Fluency (written and oral) in French and professional working proficiency in English.

Computer skills:

Knowledge of online learning and social media tools; proven ability to use Microsoft Office, internet browsers and online platforms is required. Knowledge of Articulate Rise and/or the Adobe suite is an asset.

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.