

**Vacancy No:** INT\_002\_2024  
**Post Title:** Intern – Safety and Security Portfolio  
**Organizational Unit:** Peace and Security Hub  
**Duty Station:** Turin, Italy  
**Duration:** 6 months  
**Deadline for applications:** 11 April 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.*

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## 1. Organizational 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.

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.

## 2. Description of Duties:

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.

### 3. Required Skills:

#### **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.

### 4. Application Procedure:

The application (in English) should include the following:

- a duly completed, updated Curriculum Vitae or 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; and
- For applicants who are currently enrolled in a degree programme, an endorsement from their University or Sponsoring Institution is required;
- A portfolio of previous work achievements related to your major field would be highly desirable, though not required. (e.g. video production samples, media coverage of projects, papers etc)

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

### IMPORTANT:

Interns are responsible for making travel and accommodation arrangements and for obtaining the necessary visa for entering Italy. UNSSC will facilitate the process of obtaining entry visas for countries of assignment.

The intern is responsible for ensuring that he/she has all the prescribed vaccinations for travel to Italy. Interns are also responsible to obtain medical insurance coverage in accordance with the requirements for entering Italy. The cost of travel, visa, accommodation, vaccines, health insurance and living expenses are the responsibility of interns.

Before the beginning of the assignment, the selected intern shall also provide UNSSC with a self-certification of good health.

#### 1. 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.

#### 2. 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.

#### 3. FINANCIAL ASPECTS:

Interns who are not financially supported by other institutions 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.

#### 4. FURTHER CAREER OPPORTUNITIES:

The interns 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.