

Vacancy No:	INT_001_2025
Post Title:	Intern, Safety and Security Portfolio (Administrative Functions)
Organizational Unit:	Peace and Security Hub
Duty Station:	Turin, Italy
Duration:	6 (six) months full-time
Remuneration:	UNSSC interns receive a monthly stipend
Deadline for applications:	22 February 2025

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 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.

Responsibilities:

Under the direct supervision of the Learning Portfolio Manager, the Intern will primarily focus on **administrative support tasks**, with responsibilities including but not limited to the following:

1. **Management and Maintenance of Databases:**
 - Regularly update and maintain the UN global Safety and Security Database of Trainers and Participants.
 - Perform tasks such as:
 - Inserting lists of course participants received from field offices into the database.
 - Following up with focal points in the field to obtain missing or incomplete data.
 - Compiling statistical data to support reporting requirements.
 - Maintaining and updating lists of SSAFE courses planned worldwide.
2. **Support for Digital Platforms and Certificates:**
 - Maintain and further develop the TDC+SSAFE Moodle platform.
 - Issue TDC, SSAFE, IFAK, ETB, WSAT certificates for trainers and participants, ensuring accuracy and timely delivery.
3. **Administrative and Communication Tasks:**
 - Draft correspondence and informational materials to communicate effectively within the Trainer and Participant community.
 - Assist with various administrative duties, including internal discussions, meetings, note-taking, and report writing.
4. **Support for Training Courses:**
 - Provide logistical and organizational support for face-to-face courses or activities organized under the safety and security portfolio including but not limited to TDC, SSAFE and IFAK courses.
5. **Technical Assistance for E-learning Development:**
 - Conduct research and benchmarking to inform the development of e-learning materials.

- Edit and format digital learning assets and resources (e.g., PowerPoint presentations).
- Contribute to quality control of infographics, multimedia, and other e-learning materials.

The role requires strong organizational skills, attention to detail, and the ability to manage multiple tasks simultaneously while ensuring a high level of accuracy and efficiency.

Qualifications required:

Education:

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

Experience:

Previous work experience is not required.

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:

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 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/employment-opportunities>

IMPORTANT:

Interns are responsible for making travel and accommodation arrangements and for obtaining the necessary visa for entering Italy or the country of any other duty station to which they have been assigned. 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 the assigned duty station. Interns are also responsible to obtain medical insurance coverage in accordance with the requirements for entering Italy or the country of any other duty station to which they have been assigned. 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.

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 **600€**. 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.