

<b>Vacancy No:</b>	<b>INT_001_2026</b>
<b>Post Title:</b>	<b>KCSD Intern</b>
<b>Organizational Unit:</b>	<b>Knowledge Centre for Sustainable Development</b>
<b>Duty Station:</b>	<b>Home - Based</b>
<b>Duration:</b>	<b>6 months</b>
<b>Remuneration:</b>	<b>UNSSC interns receive a monthly stipend</b>
<b>Deadline for applications:</b>	<b>21 April 2026</b>

*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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### **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 UNSSC Knowledge Centre for Sustainable Development supports, in collaboration with relevant UN and non-UN institutions, the policy and operational work of the UN through the development of learning tools, platforms of interaction and executive programmes around the five dimensions of sustainable development—people, prosperity, planet, partnership, and peace. The Knowledge Centre for Sustainable Development is looking for an intern to support its preparatory work to run one of its long-lasting flagship programmes. The Digital Transformation Academy is a dynamic, connected and engaging

critical global forum for advancing sustainable development. It features global sustainable development experts, members of government, city councils, renowned speakers, and a vibrant cohort of sustainability actors from multiple sectors and regions across the globe. This one-week virtual learning experience provides a platform to: (1) foster inclusive exchanges that build skills and knowledge to address global challenges; (2) inspire action, cutting-edge approaches, and solutions from around the world; and (3) build enabling environments where participants co-create solutions towards a set of shared goals.

In 2026, the DT Academy will once again welcome participants from civil society, academia, youth-led organizations, UN Agencies and the private sector to engage in robust discussions and knowledge exchanges. This year's theme is 'Governance for Sustainable Development', in line with the 2030 Agenda for Sustainable Development and the Paris Agreement. With less than a decade left to reverse the already insufficient advances on the 2030 Agenda, and effectively address the climate crisis in time, this edition will be based on transformative thinking methods and initiatives fostering a whole-of-society approach. The sub-themes of Multilevel Governance, Green and Just Transitions and Governance for the Future have been identified as critical focus areas of the governance lever for sustainable development. This exciting event will take place from 18 to 20 August 2026.

### **Responsibilities:**

The internship will provide the successful candidate with a unique opportunity to learn about how the virtual DT Academy is organized and contribute to the successful delivery of this immersive virtual learning experience to participants from the UN system and non-UN actors.

Under the overall guidance of the KCSD Head of Office, and the direct supervision of the Learning Portfolio Manager and the Associate Fellows assigned to the project, the intern will be responsible for, but not limited to, the following tasks:

- Assist the preparation and operations of the communications plan of DT Academy 2026. communications and selection process of participants;
- Undertake desk research on issues relevant to the DT Academy 2026 theme and sub-themes and support the compilation and preparation of briefings and presentation materials, background information and documentation for the virtual learning event;
- Provide administrative and logistical support during the preparation and delivery of DT Academy 2026, including by providing key technical support to virtual sessions - setting up and hosting Zoom meetings, creating and managing breakout rooms, and offering technical assistance to participants;
- Support the uploading and maintenance of e-learning asynchronous activities on UNSSC's DT Academy platform (Howspace);
- Create, edit, and manage content to be published on UNSSC KCSD online learning environments and communications platforms (social media and institutional website included);
- Support the preparation and data collection process of a learning needs

assessment and the final evaluation of the learning experience by the participants;

- Support KCSD in the creation of a final narrative report about DT Academy 2026;
- Any other relevant tasks as may be required.

### **Qualifications required:**

#### **Education:**

Candidates currently enrolled in or having completed a University programme in international relations, security, peace and conflict studies, gender, education or an area related to UNSSC programmatic priorities.

#### **Experience:**

Previous work experience is not required, however, knowledge and competence in the following is desired:

- Experience in the organization of high-level meetings, conferences, retreats, trainings, and other similar activities,
- Experience in the development of learning and training products on sustainable development themes and topics,
- Proven ability to use Microsoft Office Package,
- Proven ability to use web-based authoring tools like Articulate Rise, web conferencing tools such as Zoom and e-learning tools like Moodle, Mentimeter, and Mural
- Proven ability to use content creation and editing tools like Canva, Genially, and Adobe Express
- Proven ability for personal time management, and organization,
- Any previous experience or contact with the UN System is an asset.

#### **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:**

Excellent computer skills in the Microsoft Office suite.

#### **Other skills and competencies:**

- Ability to convert complex and abstract ideas into simple concepts,
- Ability to develop communication materials in different formats (video, audio, text, or image) based on 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 cultural backgrounds,
- Ability to handle situations with diplomacy and tact,
- Ability to define and work to deadlines.

### **Competencies:**

- **Professionalism:** Ability to plan and prioritize effectively during heavy workload periods; ability to report on work; a critical thinking approach; ability to adapt to the demands of varied audiences.
- **Communication:** Excellent written and spoken communication skills in English.
- **Teamwork:** Strong interpersonal skills; ability to establish and maintain effective working relations with colleagues within and outside the organization.

### **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.