



## Internship Vacancy Announcement 002/2021

|                            |  |
|----------------------------|--|
| Post Title:                | Intern – Knowledge Management                      |
| Duration:                  | 6 months   |
| Deadline for applications: | <b>12 March 2021</b>                               |
| Duty Station:              | <b>Home-based</b>                                  |
| Organizational unit:       | UNSSC Knowledge Centre for Sustainable Development |
| Remuneration:              | 450€ per month                                     |

**UNSSC provides a work environment that reflects the core values of the United Nations: integrity, professionalism and respect for diversity.**



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.

UNSSC conducts a variety of learning and training activities, in Turin and Bonn, UN Headquarters as well as the regional and country levels. All such activities effectively respond to the cross-agency, far-reaching reform agenda of the United Nations



### **Organizational Context**

The UNSSC Knowledge Centre for Sustainable Development, officially opened in January 2016, is an integral part of the United Nations System Staff College tasked to provide support to the UN system in implementing the sustainable development agenda through learning, training and knowledge management. It supports, in collaboration with relevant UN and non-UN institutions, the policy and operational work of the UN and member states through the development of learning tools, platforms of interaction and executive programmes around the five dimensions of the 2030 Agenda.

With the rapid expansion of activities, the KCSD needs an intern who can provide temporary support during the peak period of the Team's yearly work plan.



## Description of duties

The intern will assist the UNSSC Knowledge Centre of Sustainable Development on developing and managing knowledge-related products on sustainable development.

Key Functions include:

- Assist in the content development for UN SDG:Learn and the promotion of UN SDG:Learn across different communication channels, including social media;
- Assist in organizing working group meetings for UN SDG:Learn and support the delivery of work packages as agreed in the working groups;
- Assist in developing a strategy for community of practice for course alumni and network and explore effective tools for community management and developing content for community engagement such as videos, podcasts, infographics, etc.;
- Provide online support to online and virtual events, related to knowledge management, for example, hosting Zoom meetings, creating break-out rooms, and preparing learning spaces on remote learning platforms, such as Mural, Miro, Jamboard, Padlet or other;
- Support the planning, internal coordination, marketing and communication of activities;
- Maintaining records and ensuring proper filing systems are in place.

## 1. REQUIRED SKILLS:

### 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 in 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: knowledge management, multimedia studies, learning experience design, educational technology, adult learning, information technology, or related field.

### Experience:

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

- Proficient in tools used for editing podcasts, videos, and photos (example, Adobe Creative Suite, etc)
- Proficient in tools for publishing and promoting content
- Project management and high level of organization

### Languages:

Excellent communication skills (written and oral) in English are required; working knowledge of another UN language is an advantage.

### Other skills:

- Ability to convert complex and abstract ideas into simple concepts that can be presented in different formats.
- Ability to develop video, audio, and image content 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 national and cultural backgrounds.
- Ability to handle situations with diplomacy and tact.
- Ability to define and work to deadlines.

### 2. APPLICATION PROCEDURE:

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 Sponsoring Institution is required;
- Applications should be submitted by e-mail to: [recruitment@unssc.org](mailto:recruitment@unssc.org)
- Please indicate in the subject "Application for Internship vacancy announcement 002"

### IMPORTANT:

This internship position is home-based. However, should the successful intern prefer to work at the duty station, interns are responsible for making travel and accommodation arrangements and for obtaining the necessary visa for entering Germany. 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 Germany. 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.

### 3. 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.

### 4. 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.



**5. 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.

**6. 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.