



## Internship Vacancy Announcement

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| Post Title:                | <b>Intern (full-time)</b>                      |
| Duration:                  | 6 months, starting <b>03 September 2018</b>    |
| Deadline for applications: | 27 July 2018                                   |
| Duty Station:              | UNSSC, Turin, Italy                            |
| Organizational unit:       | Knowledge Centre for Leadership and Management |
| 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) with its headquarters in Turin, Italy, is the United Nations institution for system-wide knowledge management, learning and training for the staff of the United Nations system. The College is expected to play a pivotal role in contributing to UN reform, the development of a common culture based on effectiveness, expertise and continuous learning through the development, co-ordination and provision of cross-cutting learning programmes which impact on all agencies and staff.*



### **1. ORGANIZATIONAL CONTEXT:**

The Knowledge Centre for Leadership and Management (KCLM) is one of the Programme Teams in the UNSSC, seeking to offer UN system organizations and staff innovative and cost-effective solutions to support staff development and increase learning, management, leadership and communication competencies, and organizational capabilities. To this end, KCLM fosters peer learning, offers UN personnel a broad portfolio of courses and on-demand services on core skills and management competencies and promotes knowledge sharing across the UN system.

### **2. DESCRIPTION OF DUTIES:**

UNSSC's KCLM is seeking an intern to join the dynamic team that designs, develops, implements and evaluates leadership training programmes for UN middle and senior managers. These programmes apply learner-centred design, case-based learning and social learning approaches in its design of the programmes, to ensure that the learning content is highly relevant, and that UN managers are trained to 'think like experts'.

A case-based learning approach include 3 main steps:

1. Authentic case scenarios are created based on interviews and relevant data from UN field and country offices.
2. Cases are discussed during online and offline sessions, while relevant theories in management can be used to solve the problems presented in the cases.
3. UN staff enrolled in the programme are expected to reflect on the case learning and apply it into their daily work.



The selected intern will apply her/his skills in supporting the activities of the UN Leadership Team. S/he will gain understanding of the UN's work and the development of learning programmes for UN personnel. The incumbent will report to the Course Coordinators and contribute to the design, development, delivery and evaluation of learning programmes. Specifically, the intern will be responsible for, but not limited to, the following:

1. Support the Course Coordinator in programme preparation, delivery and follow-up
2. Contribute to the drafting and production of UN specific case studies on UN Negotiation, UN Ethics, UN inter-agency processes, Team-building and other management and leadership topics, depending on the learning programme.
3. Draft reports, articles, blogs, impact assessments, and other learning materials, which capture the main findings of courses and which will be shared with alumni, donors and other potential participants.
4. Summarising information and developing supporting graphics to produce UN leadership briefs and other communications products.
5. Support the marketing and communications efforts of the leadership programmes.
6. Collect and analyse learning analytics, compile and visualize data, and code qualitative data.
7. Reviewing daily and ad hoc operational reporting from teams across the United Nations System Staff College including the communications team and the directorate.
8. Assist with administrative tasks as required.
9. Any other duties as assigned by the supervisor.

### **3. REQUIRED SKILLS:**

#### **Education:**

Applicants can be considered if they meet one of the following:

- ✓ 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.

in instructional design, communication, marketing, data visualization, media production, political science, programme evaluation or other related areas from an accredited college or university.

#### **Experience:**

Previous work experience is not required. Previous experience in writing case studies and drafting communications products is an asset. **Portfolio or evidence of skills is highly desirable.**

#### **Language competencies:**

Excellent communication and writing skills in English are required. Fluency in another UN official language is an asset.

#### **Computer skills:**

Excellent computer skills in the Microsoft Office suite. Familiarity with online marketing and social media tools.

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

- Ability to work effectively as part of a team.
- High motivation, with a desire to learn and grow professionally.
- Take initiatives and follow through a project independently.
- Ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds.



#### **4. 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;
- 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)

**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 004”**

#### **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.

#### **5. 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.

#### **6. 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.

#### **7. 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.

#### **8. 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.