



## Internship Vacancy Announcement 001/2019

Post Title: Intern  
Duration: 3 to 6 months  
Deadline for applications: **27 January 2019**  
Duty Station: **Turin, Italy**  
Organizational unit: UNSSC 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 UN System Staff College is the learning institution of reference for UN staff. We deliver learning programmes and provide a space for learning to UN staff at all levels, in all functions and locations. Governed by a Board chaired by the Chef de Cabinet of the Secretary-General, we are uniquely positioned above institutional silos and work in partnership with a wide array of UN entities, intergovernmental organizations, academic institutions, and civil society organizations. By fostering a common leadership and management culture as well as a shared understanding of the policy and operational challenges facing the UN, we help the UN system deliver for the 2030 Agenda.

In fall 2017 the College established the Knowledge Centre for Leadership and Management (KCLM) to consolidate its expertise in management and leadership development, align it with the UN System Leadership Framework recently adopted by the CEB, and grow its portfolio in this area. The objective of the Centre is to contribute to forging a common UN leadership and management culture for the 2030 Agenda by providing UN staff with world-class learning opportunities in core professional, management and leadership skills in line with the UN System Leadership Framework.

### **2. Description of Duties**

The selected intern will apply her/his skills in supporting the activities of the Knowledge Centre for Leadership and Management Team (KCLM). The incumbent will report to the Learning Portfolio Manager and contribute to the design, development, promotion, coordination, delivery and evaluation of learning programmes.

Specifically, the intern will be responsible for the following activities:

- Providing input and assisting throughout all phases of the learning management cycle for selected KCLM activities, from needs assessment to evaluation and reporting;
- Drafting proposals for new Leadership learning offerings and assisting with the redesign of the current programme portfolio;
- Drafting communication pieces for marketing activities;



- Assisting with production of knowledge products, including articles and video interviews with resource persons, case studies;
- Assisting with coordination of alumni activities, including liaising with alumni and creating personalized content for follow-up activities such as webinars and newsletters;
- Providing support services at workshops, training sessions and meetings, including preparation of pertinent background material and documentation;
- Designing questionnaires to measure learning impact; analyse course evaluation results and write reports. Compile learning analytics, visualize data, and code qualitative data;
- Conducting research (screening think tanks, academic institutions, private sector entities, international organisations, non-governmental organisations, arts and culture institutions) on external expertise (speakers, facilitators, coaches, other resource persons) which could benefit the College's Leadership programmes;
- Assisting with research, substantive and administrative tasks as required and perform 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 social or humanistic sciences, with affinity to adult education, learning/instructional design, leadership studies, organization development, political science, or other related studies

#### Experience:

Previous work experience is not required, however **experience in training event activities, experience with learning technologies and social media, experience in drafting documents or reports in English and working in an international environment would be an asset.** Knowledge of the UN is an advantage.

#### Language competencies:

Excellent communication skills (written and oral) in English are required; Working knowledge of another UN language, as well as German is an advantage.

#### Computer skills:

Excellent computer skills in the Microsoft Office suite (Word, Excel, PowerPoint). Good skills in video and graphic editing are an asset. Familiarity with online learning and social media tools.

#### 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;

Ability to handle situations with diplomacy and tact.

### 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 **specifying the preferred duration** (6 months would be preferable);
- 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 001 - KCLM"

#### **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.