



## Internship Vacancy Announcement 002

Post Title:	Intern – Communications and social media
Duration:	6 months, starting end-March 2020
Deadline for applications:	15 March 2020
Duty Station:	<b>Turin, Italy</b>
Organizational unit:	UNSSC Directorate
Remuneration:	450€ per month

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

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*The UN System Staff College (UNSSC) is the primary provider of inter-agency training and learning for United Nations staff. Its mission is to contribute to a more effective, results-oriented and agile United Nations through learning, training and knowledge dissemination. It is headquartered in Turin, Italy, with a Knowledge Centre for Sustainable Development in Bonn, Germany and an office in New York.*

### **1. BACKGROUND:**

Communications are critical for advancing UNSSC's mission and raising its profile among UN staff and, increasingly, beyond the UN. Communications should aim to position the UN System Staff College as the learning organization for the UN system (and beyond) and help boost the number of UN staff taking part in UNSSC courses. Staff within the UN system – and increasingly outside the UN system – need to know that UNSSC is a leading provider of learning and knowledge on the 2030 Agenda for Sustainable Development, on peace and security issues, and on leadership and management. Twitter, LinkedIn and Facebook can help position the Staff College's offerings and expand enrollment in UNSSC's learning programmes and tailored solutions. A brand refresh, a website revamp, and several digital campaigns are planned for the months ahead. All require communications support.

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

The selected intern will apply her/his skills in the field of communications and will report to the Communications and Outreach Officer. S/he will gain understanding of the UN's work in general, and in the area of communications, in particular.

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

- Updating social media platforms regularly with platform-specific content;
- Drafting communication materials including mailers, newsletters and web content;
- Supporting the execution of communication campaigns, events and other outreach activities;
- Assisting in drafting press releases, speeches and articles.
- Assisting with research, provide substantive and administrative assistance 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 the field of communications, public relations, languages, journalism or equivalent.

#### Experience:

Previous work experience is not required, however **experience in the field of communications and public relations** and **experience working with professional social media platforms are considered an asset**. Knowledge of the UN is an advantage.

#### Language competencies:

Excellent command of written and spoken English required. Knowledge of Italian is preferable.

#### Computer skills:

Excellent computer skills in the Microsoft Office suite.

#### 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;

### 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 why you would like to be considered for this internship;
- 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:**

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.