

**Vacancy No:** INT\_003\_2024  
**Post Title:** Intern – Peace and Security Portfolio  
**Organizational Unit:** Peace and Security Hub  
**Duty Station:** Home-based  
**Duration:** 6 months  
**Deadline for applications:** 04 Jul 2024

*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.

This internship position is located within the Peace and Security Hub of the UNSSC. The intern will be working under the Children and Armed Conflict, Humanitarian-Development-Peace (HDP) Nexus, and the Peacekeeping-Intelligence portfolios. The intern will be working with a wide range of UN partners in order to develop initiatives for knowledge sharing and capacity building for UN Staff and partners, primarily in the following thematic areas, amongst others:

- Developing, reviewing, revising, and delivering course materials on:
  - Children and Armed Conflict (CAAC);
  - Peacekeeping-Intelligence (PKI);
  - Operationalizing the HDP Nexus;
  - Data Analytics for conflict prevention;
  - Humanitarian leadership;
  - Human Security;
  - Analysing and Engaging Non-State Armed Groups.

## Description of Duties:

Under the direct supervision of the Learning Portfolio Manager, the Intern will be responsible for, but not limited to, the following:

- Support in the development of HDP Nexus and PKI Articulate Rise modules.
- Maintain and further develop the HDP Nexus, CAAC and PKI Moodle platforms, as well as other Peace and Security Moodle pages;
- Contribute to communications efforts, through the drafting of information pieces and correspondence to be mainly shared with clients, trainers, participants;
- Contribute to administrative tasks as required, internal discussions and meetings, note taking and report writing;
- Provide technical support to e-learning development processes as required, through tasks such as:
  - Conducting benchmarking and research as required to inform development;
  - Editing digital learning assets and resources (i.e. PowerPoints); and
  - Contributing to quality control of infographics, multimedia and other e-learning assets and resources.
- Any other duties as required

## Required Skills:

### **Education:**

Candidates currently enrolled in or having completed a University degree in International Relations, Political Science, Human Rights, Social Science or an area related to UNSSC programmatic priorities.

### **Experience:**

Previous work experience is not required. Experience with E-learning platforms and programmes is an asset.

### **Language competencies:**

Fluency (written and oral) in English.

### **Computer skills:**

Knowledge of online learning and social media tools; proven ability to use Microsoft Office, internet browsers and online platforms is required. Knowledge of Articulate Rise and/or the Adobe suite is an asset.

### **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, with a desire to learn and grow professionally.

Familiarity with online learning platforms and social media tools.

### Application Procedure:

The application (in English) should include the following:

- a duly completed, updated Curriculum Vitae or P11 form (<http://www.unssc.org/sites/unssc.org/files/p11un.doc>)
- a motivation letter elaborating in a concise style why you consider yourself qualified for this position; and
- 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)

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. 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 Italy. Interns are also responsible to obtain medical insurance coverage in accordance with the requirements for entering Italy. 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.

#### 1. 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.

#### 2. 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.

#### 3. 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.

#### 4. 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.