



Internship Vacancy Announcement 001/2017

Post Title:	Intern 2 POSITIONS
Duration:	3 to 6 months (starting from March 2017)
Deadline for applications:	12 February 2017
Duty Station:	Turin, Italy (1 position) Bonn, Germany (1 position)
Organizational unit:	UN Leadership Team
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 Leadership Team is one organisational unit of the UNSSC. The team works with a range of UN and academic partners in order to develop training/learning initiatives for knowledge sharing and capacity building for UN Staff and partners, primarily in the areas of Leadership, Innovation & Change Management.

Our programmes take leaders on a journey that is both stimulating and practical. To encourage lateral thinking, we engage speakers from different sectors: from international organizations and the non-for-profit arena to the private sector and the arts and culture community. At the same time, our programmes allow space for knowledge sharing and collaboration. Participants work together on concrete responses to complex challenges and joint strategies to seize emerging opportunities.

2. DESCRIPTION OF DUTIES:

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 various Course Coordinators and contribute to the design, development, promotion, coordination, delivery and evaluation of learning programmes.

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

- Support the Course Coordinator in programme preparation, delivery and follow up (65%), including:



- Liaise with subject matter experts from within and outside the UN and assist resource persons on how to use technology and better conduct online courses
- Publish and update content on UNSSC learning platform (Moodle)
- Design questionnaires to measure learning impact; analyse course evaluation results and write reports. Compile learning analytics, visualize data, and code qualitative data.
- Support the organization of meetings, webinars and calls with partners.
- Create video and multimedia content to support learning programmes
- Use social media to engage current and potential participants of the programmes in coordination with the UNSSC communication focal point
- Participate in, and contribute to learning design discussions and prepare documents and substantive research on leadership, change management, and related area on current developments in the UN. (20%)
- Conduct market 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. (10%)
- Assist with administrative tasks as required and perform any other duties as assigned by the supervisor. (5%)

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 adult education, learning/instructional design, organization development. Specialized knowledge in learning and training/human resources development desirable.

Experience:

Previous work experience is not required, however **experience in training event activities, experience with learning technologies and social media 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 and familiarity with video editing, web design. Familiarity with online learning and social media tools. Mobile app development experience is an asset.

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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 duty station and 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
- Please indicate in the subject "Application for Internship vacancy announcement 001/2017"

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.