

Generic Job Posting - Internship Programme

This Generic Job Opening may be used by divisions to post individual internship Job Opening. Each division may amend the following:

- **Posting Title: UN Communications Intern**
- **Responsibilities**
- **Screening Questions – three mandatory (default), division may add between 10 and 12 questions of their choice**

<p>Organizational Setting and Reporting <i>May be amended by Division</i></p>	<p>The UN Resident Coordinator leads the UN Country Team in China, including all the UN entities present in China. The purpose of the Resident Coordinators System (RCS) is to bring together different UN agencies to improve the efficiency and effectiveness of operational activities at the country level, helping the UN to be a more relevant and reliable partner for governments, notably by establishing and strengthening these partnerships for the achievement of the Sustainable Development Goals (SDGs).</p> <p>The UN Resident Coordinators Office (RCO) supports the roles and functions of the UN Resident Coordinator and UN Country Team. The RCO provides inter-agency coordination support to the UN Country Team (UNCT) and its various inter-agency working mechanisms, including theme groups. Key functions of the RCO include:</p> <ul style="list-style-type: none"> • strategic analysis, planning and positioning of the Country Team; • preparation and monitoring of the United Nations Sustainable Development Cooperation Framework (UNSDCF); • support to joint UN programming and operations management; • policy guidance; • joint advocacy and communications to enhance UN coherence; • improve overall programme impact of the UN System in China. <p>The RCO is looking for a motivated intern to join the Communications team on a full-time basis and contribute to its crucial mandate of enhancing the coherence of the UN System in China. The internship is expected to start in January 2023 and last for 4-6 months.</p> <p>Under the overall guidance of the Head of Communications, the internship will provide the successful candidate with a unique opportunity to work closely with team members and learn about how the UN system operates at the country level. Among others, the intern will:</p> <ul style="list-style-type: none"> • actively engage in UN communication and advocacy initiatives; • have hands-on experience of various UN communications products, videos, documents and articles; • learn about the functions and roles of a wide range of UN agencies; • gain insight into the country programming process of the UN; • become familiar with how the UN interacts with counterparts.
<p>Responsibilities <i>May be amended by Division</i></p>	<p>The Communications Intern will be responsible for providing support to RCO in its mandate to advance its objectives for communications and advocacy, which includes:</p> <ul style="list-style-type: none"> • Support the development of weekly social media calendar and draft posts for UN China’s Chinese and international social media platforms. • Support and provide inputs to social media campaigns for key office events or international days. • Participate in updating and providing inputs to UN China website and other communications productions, including creating and recording videos, podcasts, articles, social media posts etc. • Support the development, translation and editing of communications materials, including op-eds, website content, press releases, social media posts, speeches, and other media/social media or related articles in English and Chinese. • Facilitate on-site communications activity set-up, including podcast recording, press conferences, video shooting etc. • Support team members in coordinating inter-agency and high-level meetings or events organized through the UN Communications Group.

	<ul style="list-style-type: none"> • Implement daily administrative and logistical tasks related to communications work. • Complete other ad hoc tasks requested by the office and/or supervisor.
<p>Competencies</p> <p><i>Division may add or replace competencies but there should not be more than four in total</i></p>	<ul style="list-style-type: none"> • Communication: Ability to draft clearly and concisely, good written and oral language skills. • Teamwork: Good interpersonal skills, ability to work collaboratively with colleagues from different national and cultural backgrounds to achieve organizational goals. • Client Orientation: Considers all those to whom services are provided to be ‘clients’ and seeks to see things from clients’ point of view.
<p>Education</p> <p><i>Division may specify desirable or relevant degrees</i></p>	<p>Major in Communications, Journalism, Translation & Interpretation, English Literature, International Relations or other relevant fields.</p> <p>Candidates must meet one of the following educational requirements:</p> <ul style="list-style-type: none"> • In the final year of a Bachelors programme; • Or within one year after graduation from a Bachelors, Masters or Ph.D. programme.
<p>Work Experience</p> <p><i>Division may specify desirable or relevant skills</i></p>	<p>No working experience is required to apply for the United Nations Internship Programme. Your training, education, advance course work or skills should benefit the United Nations during your internship.</p>
<p>Language</p> <p><i>Division may specify the language requirement</i></p>	<p>Fluency in spoken and written English and Chinese is required for the internship.</p>
<p>Assessment Method</p>	
<p>Special Notice</p>	<p>REMOTE INTERNSHIPS (COVID-19): “In the context of the COVID-19 pandemic, applicants may be requested to undertake the internship remotely in view of constraints regarding visa issuance, international travel and access to UN premises. Applicants must be willing and prepared to undertake the internship remotely for a part or the entirety of the internship.”</p> <p>Interns are not financially remunerated by the United Nations. Costs and arrangements for travel, visas, accommodation and living expenses are the responsibility of interns or their sponsoring institutions.</p> <p>A complete online application (Cover Note and Candidate Profile) is required. Incomplete applications will not be reviewed.</p> <p>The Cover Note should include: - Title of degree you are currently pursuing or have obtained - Graduation date (when will you be graduating or when did you graduate from your programme) - List of IT skills and programmes that you are proficient in - List of your top three areas of interest - Explanation of why you are the best candidate for this specific internship - Explanation of your interest in the United Nations internship programme</p> <p>In your Candidate Profile, be sure to include all past work experiences (if any), IT skills, and three references.</p> <p>Due to the high volume of applications received, ONLY successful candidates will be contacted for further consideration.</p>

Screening Questions:

- Questions below are mandatory for each job opening. Each division may add questions as they see fit.

1. Candidates for the UN Internship Programme are required to cover the cost of travel including visa, accommodation, health insurance and other living expenses for the duration of the internship. Will you be able to cover all the above-mentioned expenses? Please explain below.
2. Applicants must be a student in the final year of the first university degree (bachelor or equivalent), Master's or Ph.D. Programme or equivalent, or have completed a Bachelor's, Master's or PH.D. Programme. Do you meet any of the above criteria? If yes, please indicate which one and attach proof to the application. Please note that you will have to provide an official certificate at a later stage. Please explain below.

3. No working experience is required to apply for the United Nations Internship Programme. Your training, education, advance course work or skills should benefit the United Nations during your internship. Please explain how you meet this criterion using examples.