

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 - Intern - Administration**
- **Responsibilities**
- **Screening Questions - three mandatory (default), division may add between 10 and 12 questions of their choice**

Organizational Setting and Reporting	<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 China is looking for a motivated administrative intern to join the RCO China office on a full-time basis and contribute to its crucial mandate of enhancing the coherence of the UN System in China. The duration of this internship is two months with an opportunity for extension up to six months.</p> <p>Under the overall guidance of Administrative Assistant, the internship will provide the successful candidate with a unique opportunity to learn about how the UN system operates at the country level. Among others, the intern will:</p> <ul style="list-style-type: none"> • Actively support the daily operations of the office • Have hands-on experience of the operational policies and procedures in the field of Human Resources, Administration, Finance and Procurement.
Responsibilities	<p>Daily responsibilities will depend on the individual's background and the intern's assigned office as well as the internship period. Duties may include, but are not limited to</p> <p>Human Resources:</p> <ol style="list-style-type: none"> 1. Provide support to staff members on-boarding and separation process 2. Provide support to recruitment processes regarding intern recruitment, UNV recruitment and consultant recruitment. 3. Provide support on managing HR Files 4. Provide support to HR actions in UMOJA system 5. Provide support on proceeding the payments to consultants <p>Administration:</p> <ol style="list-style-type: none"> 1. Provide support to staff members on reimbursement 2. Provide support to Admin actions in Unite/UMOJA system 3. Provide support on inventory and asset management 4. Provide support on logistic and operational support regarding events and conference <p>Procurement:</p> <ol style="list-style-type: none"> 1. Provide support on market research and the draft analysis report 2. Provide support on drafting the evaluation report

	<p>3. Provide support on proceed the payments to vendors 4. Provide support on quality check and accept procedure</p> <p>Finance:</p> <p>1. Provide support on petty cash management 2. Provide support on preparing the expenditure report and budget report</p>
Competencies	<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.
Education	<p>To qualify for an internship with the United Nations Internship Programme, applicants to the programme must at the time of application meet one of the following requirements:</p> <ul style="list-style-type: none"> • be enrolled in, or have completed, a graduate school programme (second university degree or equivalent, or higher); or • be enrolled in, or have completed, the final academic year of a first university degree programme (minimum bachelor’s level or equivalent).
Work Experience	<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>Shall be computer literate in standard software applications.</p> <p>Have a demonstrated keen interest in the work of the United Nations and have a personal commitment to the ideals of the Charter; and</p> <p>Have a demonstrated ability to successfully interact with individuals of different cultural backgrounds and beliefs, which includes willingness to understand and be tolerant of differing opinions and views.</p>
Language	<p>English and French are the working languages of the United Nations Secretariat. Fluency in spoken and written English and Chinese is required for the internship.</p>
Assessment Method	<p>Potential candidates will be contacted by hiring manager directly for further consideration.</p>
Special Notice	<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 completed online application (Cover Note and Candidate Profile) is required. Incomplete applications will not be reviewed.</p> <p>The Cover Note should include:</p> <ul style="list-style-type: none"> • Degree Programme (What are you currently studying or what have you studied) • Graduation date (When will you graduate or when did you graduate from the programme) • List of the IT skills and programmes that you are proficient in • List of your top three areas of interest • Explanation of why you are the most suitable candidate for this specific internship

	<ul style="list-style-type: none">• Explanation of your interest in the United Nations Internship Programme <p>In your online Candidate Profile, be sure to include all past work experiences (if any), IT skills, and three references.</p> <p>Please note that due to the large number of applicants, divisions are not in a position to reply to each application and that only short-listed applicants will be contacted for further consideration.</p>
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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.