

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 - Economics, Development Finance and South-South Cooperation (Temporary Job Opening)**
- 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 Resident Coordinator Office in China aims to bring together the different UN agencies to contribute to the realization of the 2030 Agenda, both in China and through partnerships in other countries, by aligning the United Nations Country Team (UNCT) in China’s work programme (UNSDCF) with the 14th Five Year Plan of the Government of China. The Resident Coordinator leads the UN country team and is the designated representative of the Secretary-General for development operations. Working closely in partnership with the Government of China, the Resident Coordinator and country team advocate the interests and mandates of the UN, drawing on the support and guidance of the UNCT.</p> <p>The duration of this internship is six months on a full-time basis.</p> <p>The intern should be based in China and able to work in the United Nations Office.</p> <p>The intern will work five days per week (35 hours) under the supervision of the RCO Economist.</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 and their supporting institutions. The United Nations accepts no responsibility for the medical insurance of the intern or costs arising from injury, illness, or death that may occur during the internship. Therefore, upon awarding an internship, candidates will be required to sign a statement confirming their understanding and acceptance of the conditions of service. Applicants for the internship must show proof of valid medical insurance coverage to cover the full period of the internship at the duty station and provide a medical certificate of good health prior to the commencement of the internship. The United Nations accepts no responsibility for loss or damage to personal effects that may occur during the internship.</p>
<p>Responsibilities <i>May be amended by Division</i></p>	<p>The Economics, Development Finance and South-South Cooperation Intern will work under the direct supervision of the Economist and the Senior Advisor for South-South Cooperation. The Intern will support the RCO in a variety of activities related to this work and will support the coordination of activities among other UNCT Members. She/he will carry out the day-to-day work under the direct supervision and advice of the Economist and in accordance with established policies and procedures.</p> <p>The responsibilities of the internship position will include but are not limited to:</p> <ul style="list-style-type: none"> • Contribute to the UN coordination function by providing relevant support to UN coordination mechanisms and UNCT activities under the guidance of the Economist of the RCO • Conduct independent research and provide inputs to reports and analyses produced by the office. • Support the RCO’s policy work by contributing to the compilation and preparation of briefing and presentation materials, background information and documentation • Support the development and updating of databases and other information management activities. • Support and provide talking points and inputs of speeches for meetings, events and missions • Support team members in facilitating on-site, inter-agency and high-level meetings or events • Support the RCO in partnership management • Complete other ad hoc tasks requested by the office and/or the supervisor
<p>Competencies <i>Division may add or replace competencies</i></p>	<p>Professionalism</p> <ul style="list-style-type: none"> • Shows pride in work and achievements.

<p>but there should not be more than four in total</p>	<ul style="list-style-type: none"> • Demonstrates professional competence and mastery of subject matter. • Is conscientious and efficient in meeting commitments, observing deadlines and achieving results. • Is motivated by professional rather than personal concerns. • Shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. <p>Communication:</p> <ul style="list-style-type: none"> • Speaks and writes clearly and effectively. • Listens to others, correctly interprets messages from others and responds appropriately. • Asks questions to clarify, and exhibits interest in having two-way communication. • Tailors language, tone, style and format to match the audience. • Demonstrates openness in sharing information and keeping people informed. <p>Teamwork:</p> <ul style="list-style-type: none"> • Works collaboratively with colleagues to achieve organizational goals. • Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others. • Places team agenda before personal agenda. • Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position. • Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
<p>Education Division may specify desirable or relevant degrees</p>	<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). <p>For this internship, a first level university degree and/or progress towards a graduate degree in international relations, political science, public policy, economics or development studies is desirable.</p>
<p>Work Experience Division may specify desirable or relevant skills</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 Division may specify the language requirement</p>	<p>English and French are the working languages of the United Nations Secretariat. Fluency in spoken and written English is required for the internship. Knowledge of Chinese is an advantage.</p>
<p>Assessment Method</p>	<p>Potential candidates will be contacted by the hiring manager directly for interview</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>
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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.