

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 – should reflect occupational group in addition to division information**
- **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 Coordinators System (RCS) ensures the coordination of all UN organizations dealing with operational activities for development and aims to bring together different UN organizations to improve the efficiency and effectiveness of operational activities at the country level. The RCS encompasses the UN Resident Coordinator (UNRC), the UN Country Team (UNCT) and Resident Coordinator’s Office (RCO). The UN Resident Coordinator leads the UNCT to deliver together more coherent, effective and efficient support in China. The RCO supports the role and functions of the UN Resident Coordinator and provides inter-agency coordination support to the UNCT and its various inter-agency working mechanisms and groups. Critical functions of the RCO include: 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 in order to enhance UN coherence and improve overall programme impact of the UN System in China.</p> <p>The intern will contribute towards the following outputs:</p> <ul style="list-style-type: none"> • Administrative support to the Executive Office provided • Documents and archives handled according to official standard • IT and basic logistic service provided in RC’s meetings • Simple translation/interpretation provided when necessary • Ad hoc tasks assigned by the supervisor delivered <p>The internship is for a period of six months depending on the needs of the division or office. The internship is UNPAID and full-time. Interns work five days per week (35 hours) under the supervision of a staff member in the division or office to which they are assigned.</p>
<p>Responsibilities <i>May be amended by Division</i></p>	<p>Under overall guidance of the Head of RCO and Executive Associate, the intern will be responsible for providing support to the Executive Office of the RCO. Specifically, he/she will perform the following duties:</p> <ul style="list-style-type: none"> • Provide administrative support to the Executive Office • Handle documents and archives according to office standards • IT and basic logistic support to RC’s meetings • Provide simple translation/interpretation services when necessary • Complete other ad hoc tasks as requested by the supervisor
<p>Competencies <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"> • Demonstrate strong coordination skills • Build strong relationships with clients, focuses on impact and result for the client and responds positively to feedback; • Consistently approach work with energy and a positive, constructive attitude; • Excellent teamwork spirits; • Demonstrate strong oral and written communication skills; • Familiar with Office, Outlook softwares and good knowledge on IT facilities

Education <i>Division may specify desirable or relevant degrees</i>	<p>To qualify for an internship with the United Nations Internship Programme, applicants to the programme should major in English (translation/interpretation), international relations or other relevant areas, and 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 <i>Division may specify desirable or relevant skills</i>	<ul style="list-style-type: none"> • No working experience is required to apply for the United Nations Internship Programme; • Experience in translation of official documents and communications materials is preferred; • Experience with other UN agencies, international organizations and/or non-governmental organizations would be considered an asset.
Language <i>Division may specify the language requirement</i>	<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>
Assessment Method	
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.” 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:</p> <ul style="list-style-type: none"> - 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>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.**