

Posting Title : INTERN - PUBLIC INFORMATION, I
Job Code Title : INTERN - PUBLIC INFORMATION
Department/ Office : Department of Global Communications
Location : NEW YORK
Posting Period : 29 May 2020-31 December 2020
Job Opening number : 20-PUB-DGC-136288-J-NEW YORK
Staffing Exercise : N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org .Setting And Reporting

The internship is in the Web Services Section of the News and Media Division of the Department of Global Communications. The section is responsible for the design, development, maintenance and overall support of the UN's flagship public Internet website, www.un.org and many related sub sites that are managed by the Department of Global Communications (DGC).

The internship is for two (2) months with an opportunity for extension up to six (6) months, depending on the needs of the division and availability of the candidate.

The internship is unpaid and full-time.

Interns work five days per week (35 hours) under the supervision of a staff member in the department or office to which they are assigned.

Responsibilities

Within limits of delegated authority, the intern will be responsible for one or more of the following duties:

- Conduct research on the web on thematic issues, adapt content for the web by rewriting or translating content from English to another UN official language.
- Assist in the updating of websites in HTML, SHTML, CSS or on WordPress and/or Drupal.
- Drafting, formatting, editing and posting original web site content/news stories, including graphics, photos and videos.
- Edit (provide subtitles or audio) to existing videos or producing short videos from existing videos.

- Use multimedia communications and IT/web-related tools such as Adobe Creative Suite, web development programming and scripting languages, such as PHP, HTML5, CSS3, and digital editing tools to perform tasks.

Competencies

Communication:

- 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

Teamwork:

- 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

Client Orientation

- Considers all those to whom services are provided to be "clients " and seeks to see things from clients' point of view
- Establishes and maintains productive partnerships with clients by gaining their trust and respect
- Identifies clients' needs and matches them to appropriate solutions
- Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems
- Keeps clients informed of progress or setbacks in projects
- Meets timeline for delivery of products or services to client

Education

To qualify for an internship with the United Nations New York Headquarters Internship Programme, the following conditions must be met:

1. Applicants must: (a) be enrolled in a communications, information science, computer science, information systems, media studies, journalism, or related field graduate programme; or (b) be enrolled in the final academic year of a communications, information science, computer science, information systems, media studies, journalism, or related field bachelor's degree programme (minimum Bachelor's level or equivalent); or (c) have graduated with a university degree in communications, information science, computer science, information systems, media studies, journalism, or related field.
2. Be computer literate in standard word processing and spreadsheets software applications such as Microsoft Word and Excel or similar. Have a demonstrated keen interest in the work

of the United Nations and have a personal commitment to the ideals of the Charter; and Have a demonstrated ability to successfully interact with individuals of different cultural backgrounds and beliefs, which include willingness to try and understand and be tolerant of differing opinions and views.

Work Experience

Applicants are not required to have professional work experience for participation in the programme.

Languages

English or French are the working languages of the United Nations. For the internship advertised, fluency in English is required and another official language of the United Nations (Arabic, Chinese, French, Russian and Spanish) is desirable.

Assessment

Potential candidates will be contacted by hiring manager directly for further consideration.

Special Notice

A completed online application (Cover Note and Personal History Profile) is required. Incomplete applications will not be reviewed. The Cover Note must include:

- Title of degree you are currently pursuing.
- Graduation Date (when you will be graduating from the programme).
- List the IT skills and programmes that you are proficient in.
- List your top three areas of interest/department preferences.
- Explain why you are the best candidate for that specific department.
- Explain your interest in the United Nations Internship Programme.

In your Personal History Profile, be sure to include all past work experiences, IT skills, and three references. Due to a high volume of applications received, ONLY successful candidates will be contacted.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The

term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.