

Posting Title : Public Information Intern
Department/ Office : Department of Global Communications
Location : UNRIC Brussels
Posting Period : 17 April 2024 - 16 May 2024
Job Opening number : 24-Department of Global Communications-232564-Intern

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

Duties and Responsibilities

Under the primary supervision of the Desk Officer, the daily responsibilities will depend on the individual's background. Duties may include, but are not limited to:

- Assisting in writing and translating articles for the UNRIC web site.
- Assisting in updating social media accounts to include drafting and editing content.
- Assisting the Desk Officer with media monitoring and liaising with relevant media.
- Assisting in the daily liaison with civil society, academia, NGOs in the relevant countries.
- Assisting in preparing the organization of events on the work of the UN in relevant countries.
- Performing other duties as assigned.

Work Location

UNRIC Brussels

Expected duration and desired start date

The internship position is located in Brussels. Remote internships may be considered. The intern is under the direct supervision of one of the Desk Officers of UNRIC.

The internship is for an initial period of four months with an opportunity for extension for a maximum of six months depending on the needs of the Department and availability of the intern.

Qualifications/special skills

Please note that to qualify for an internship with the United Nations Internship Programme, applicants must meet one of the following requirements:

- a. Be enrolled in, or have completed, a graduate school programme (second university degree or equivalent, or higher); or,
- b. Be enrolled in, or have completed, the final academic year of a first university degree programme (minimum bachelor's level or equivalent).

Applicants must also:

- Be computer literate in standard software applications
- Have a demonstrated keen interest in the work of the United Nations and have a personal commitment to the ideals of the UN Charter
- 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.

Language

English and French are the working languages of the UN Secretariat. For this position, fluency in oral and written English is required. Fluency in one or more of the following languages is required:

Danish, Dutch, English, French, Finnish, German, Greek, Icelandic, Italian, Norwegian, Portuguese, Spanish and Swedish

Additional Information

The United Nations Regional Information Centre (UNRIC)'s mission is to communicate the values, history and mandate of the United Nations and its actions in building a more peaceful, fair, and sustainable world. UNRIC engages with partners, civil society, media, public institutions, academia, the private sector, think tanks and the creative community. UNRIC also provides communications support to United Nations agencies located in Brussels and works together with the European Union institutions. The Centre covers 22 countries and works in 13 languages. It is organized by country and language, with nine Desk Officers covering designated areas.

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.

Assessment

Potential candidates will be contacted by the 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:

- Language knowledge including on which of the 13 languages used at UNRIC described in this document you are fluent.
- Computer and IT skills including software
- Graduation date (when will you be graduating from the programme).
- Top three areas of interest/preferences.
- Explain why you consider that you are a good candidate for that specific area.
- 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 the high volume of applications received, only successful candidates will be contacted.

Intern Specific text

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. Interns who are not citizens or permanent residents of the country where the internship is undertaken, may be required to obtain the appropriate visa and work/employment authorization. Successful candidates should discuss their specific visa requirements before accepting the internship offer.

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.