UNCTAD Virtual Institute Project Management Intern

Job description

The position is located within the Virtual Institute, a programme established by UNCTAD to help academic institutions in developing and transition countries strengthen their teaching and research of international trade and development issues and to increase the policy relevance of their work. For more details, see http://vi.unctad.org.

The objective of the internship is to enhance the intern’s educational and professional experience through practical work assignments, and to allow selected candidates to gain insight into the work of the United Nations.

Under the supervision of the Officer-in-Charge the intern will receive training and mentoring to enable the undertaking of the following tasks:

- Develop multimedia teaching resources based on filmed lectures and events, contribute to the development of online courses;
- Cover programme events: photographing, filming, drafting news items/releases for the website and newsletter, posting to social media, among other communication outlets;
- Update the programme's digital library of documents and images, as well as website sections;
- Assist in the organization of videoconferences with VI member universities, student training programmes in Geneva (study tours), workshops and seminars and related documentation;
- Manage the distribution of mid-year/end-year publications to VI member universities and think tanks;
- Other tasks as assigned by the supervisor.

Duty station: Geneva

Qualifications

To qualify for this internship, the following conditions must be met:

- Applicants must meet one of the following requirements: (a) be enrolled in a graduate school programme (second university degree or equivalent, or higher); (b) be enrolled in the final academic year of a first university degree programme (minimum Bachelor’s level or equivalent); or (c) have graduated with a university degree (as defined above) and, if selected, must commence the internship within a one year period of graduation;
- Be computer literate in standard software applications; skills in video-editing and distance learning development, as well as English-language drafting are an asset;
- 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.

Duration of the assignment: 4 to 6 months (as of January 9). There is no promise of employment upon completion of an internship.

Status of the position: Intern

Remuneration: As with all United Nations internships, the position is unpaid. Interns must be able to cover the costs of travel including visa, accommodation and other living expenses for the duration of the internship.

Applications: Please submit your CV and a brief motivation letter to susana.olivares@unctad.org. A formal procedure will require submission of an online application. Only short-listed candidates will be contacted.