**Internship: Project management – UNCTAD Virtual Institute**

Field of work: 2P  Support work for which no job family exists

| Organizational Setting and Reporting | The UNCTAD Virtual Institute (Vi) is a capacity-building and networking programme for academic institutions in developing and transition countries. Its aim is to help them strengthen their teaching and research capacity in the area of trade, investment and development, and increase the policy orientation and relevance of their work. This internship is for four months, beginning February 1, with an opportunity for extension of up to two more months, pending the needs of the department. The intern will work under the supervision of Vi Chief, Ms. Vlasta Macku.  

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 | Daily responsibilities of the intern include:  

- 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, among other communication outlets;  
- Update the programme's digital library of documents and images, as well as website sections;  
- Assist in the organization and support of videoconferences with Vi member universities, study tours, seminars;  
- Manage the distribution of mid-year/end-year publications to Vi member universities and think tanks;  
- Other tasks as assigned by the supervisor.  

| Competencies | The United Nations Core Competencies include:  

- Communication: Ability to draft clearly and concisely, good written and oral language skills.  
- Teamwork: Good interpersonal skills, ability to work collaboratively with colleagues from different national and cultural backgrounds to achieve organizational goals.  
- Client Orientation: Considers all those to whom services are provided to be ‘clients’ and seeks to see things from clients’ point of view.  

| Education | To qualify for an internship with the United Nations Internship Programme, 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;
- 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. However, skills in video-editing and distance learning development, as well as English-language drafting are an asset.

### Language

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 an additional official UN language is an asset. Arabic, Chinese, English, French, Russian and Spanish are the official languages of the United Nations Secretariat.

### Assessment Method

N/A

### 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:

- Degree Programme (What are you currently studying?)
- Graduation Date (When will you graduate or when did you graduate from the programme?)
- List the IT skills and programmes that you are proficient in.
- List your top three areas of interest.
- Explain why you are the best candidate for this specific internship.
- Explain your interest in the United Nations Internship Programme.

In your online 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.

### No Fee

The United Nations does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees). The United Nations does not concern itself with information on bank accounts.
Screening Questions:

1. Are you a student in a Bachelor’s (final year), Master’s or Ph.D. programme or equivalent, or have you completed a degree and are able to commence an internship within a year of graduation?

2. Is your field of study closely related to the type of internship you are applying for?

3. Will you be able to cover the costs of travel including visa, accommodation and other living expenses for the duration of the internship?

4. Can you manage your time and priorities to ensure timely completion of assigned tasks, which are often time-sensitive?

5. Are you able to work under tight deadlines and multitask?

6. Do you have good drafting and oral communication skills?

7. Can you interact well with people of various social and cultural backgrounds in an occasionally stressful environment?