



**UNITED NATIONS
UNIVERSITY**

Internship Programme at the United Nations

University Institute on Globalization, Culture and Mobility (UNU-GCM) - Facilities and Administrative Intern

OVERVIEW

POSITION:

Internship Programme at the United Nations University Institute on Globalization, Culture and Mobility (UNU-GCM) - Facilities and Administrative Intern

REFERENCE NO.:

2017/UNU/GCM/INTERN/FAI/71

LOCATION:

Barcelona, Spain

TIMEZONE:

UTC +2

CLOSING DATE:

September 10th 2017

Organizational Unit: United Nations University Institute on Globalization, Culture and Mobility (UNU-GCM)

The United Nations University Institute on Globalization, Culture and Mobility (<http://gcm.unu.edu/>) invites applications for 2 internship positions at its office in Barcelona between September 18th 2017 and March 16th 2018. Interns are recruited through a competitive application process.

The aim of the internship Programme is to provide a dynamic, challenging and rewarding experience for students and young professionals. The Programme provides opportunities for the development of new skills and knowledge, and is a unique and constructive setting for the application of capacities and professional skills acquired in administrative-related areas.

The Programme places a strong emphasis on the training, guidance, and hands-on experience that form the basis of a beneficial internship. Interns will be closely mentored by the management and administrative team at UNU-GCM; they can expect to gain valuable knowledge and practical experience that will be beneficial to future careers, while contributing in meaningful ways to the mission of UNU-GCM.

Responsibilities

Interns have the opportunity to engage in a number of ongoing initiatives that provide a unique window into the working processes of UNU-GCM. Under the authority of the manager and of the administrator, the successful candidate shall carry out the following tasks:

- Help-desk and administrative paperwork-duties as indicated by the administrative team (welcome visitors, keep a record of visitors signing in and out of the building, check and sign for deliveries, etc.);
- Assist with office renovation and re-organization projects which involve equipment and furniture moving and packing, including setting up of workstations;
- Maintenance of office appliances and machinery and follow up with maintenance orders;
- Support the administrative team in maintaining the physical inventory and perform related tasks (tagging, etc.);
- Assist with stock-taking and procurement of the supplies (order, receive, or stock supplies or retail products);
- Support the organization of events and activities held in the work locations and other venues, including technical and venue setup, dismantling, storage and related administrative support;
- Preparation of meeting rooms and related documentation. Logistical support during meetings.
- Assist the administrative team in the creation and maintenance of the office databases and archives;
- Assist the team in simple communications-related tasks, including event registration, as needed;
- Assist the administrative team in the organization of the library materials;
- Tasks related to mailing paperwork (deliver internal and external mail daily, etc.);
- Assist with administrative tasks of the institute's activities as directed by the administrative team;
- Perform tasks at locations outside the institute as instructed by the administrative team, and;
- Perform other related duties as required.

Required qualifications and competencies

The criteria that are considered include, but are not limited to, the following:

- The candidate should be under 30 years of age at the time of application;
- Bachelor's degree in related discipline;
- At least 6 months of work experience in office environment. Current students who can commit to part-time office working schedules will also be considered;
- Proficiency in the use of MS Office applications (MS Word, Excel, PowerPoint, etc.);
- Good communication skills in both English and Spanish; working knowledge of Catalan would be an asset;
- Ability to work under minimal supervision and with a high level of resilience;
- Strong ability to establish priorities, multi-task and work within tight timelines;
- A good team player with strong interpersonal skills and manners demonstrated by the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Remuneration

UNU-GCM will provide a subsistence allowance of 2400 EUR to be paid in six (6) installments of 400 EUR each over a period of 6 months. The costs associated with the Internship must be borne by the

nominating institution, related institution or government, which may provide the required financial assistance to its students; or by interns themselves, who will have to make their own arrangements for travel, accommodation, etc. The intern will be responsible for taxes and any insurance cover and will need to provide proof of enrollment in a health insurance plan valid for the location and period of the internship.

Duration and Working Conditions

The expected duration of internships is 6 months. Interns are expected to work (20) hours/week. Schedule will be agreed upon between the intern and his/her supervisor (either morning or afternoon).

Starting date

September 18th, 2017

APPLICATIONS PROCEDURE

Interested applicants are requested to submit an **updated curriculum vitae** to hr.gcm@unu.edu by no later than September 10th 2017 (UTC+2). The email subject line should state the applicant's name and reference to the internship Programme. The names of **two referees** should also be listed in the body of the email.