INTERNSHIP ANNOUNCEMENT

Intern – Partnerships and Liaison
Office of the Director

Organisational Unit	:	United Nations University Institute for Integrated Management of Material Fluxes and of Resources (UNU-FLORES)
Reference Number	:	2020/UNU/FLORES/INTERN/PL/28
Applications to	:	flores_internship@unu.edu
Closing Date	:	Open until position is filled

About United Nations University:

For the past four decades, UNU has been a go-to think tank for impartial research on the pressing global problems of human survival, conflict prevention, development, and welfare. With more than 400 researchers in 13 countries, UNU's work spans the full breadth of the 17 Sustainable Development Goals, generating policy-relevant knowledge to effect positive global change. UNU maintains more than 200 collaborations with UN agencies and leading universities and research institutions across the globe. For more information, please visit http://unu.edu.

United Nations University for Integrated Management of Material Fluxes and of Resources (UNU-FLORES):

The mission of UNU-FLORES is to contribute, through research, capacity development and dissemination of knowledge, to the resolution of pressing challenges in the area of sustainable use and integrated management of environmental resources (water, soil and waste), particularly in developing and transitional countries. It aims to serve within the UN as the think-tank on resources management and be internationally recognized as major hub and intellectual focal point promoting integrated management strategies addressing in particular the needs of developing and emerging countries. The Institute is located in Dresden, Federal Republic of Germany. For more information please visit http://flores.unu.edu.

Partnerships and Liaison:

The Partnerships and Liaison Officer is vital for developing and maintaining UNU-FLORES' relationships with local, national, and international organisations and government authorities and ministries, in order to ensure the timely and effective approval of proposals and agreements.

Responsibilities:

Under the overall authority of the Director of UNU-FLORES and under the direct supervision of the Partnerships and Liaison Officer the intern will support in the following activities:

- Participate in the P&L Officer's activities such as attending meetings, minute taking, email and document preparations, coordination activities, and preparation of content;
- Contribute to the maintenance of the partnerships and contact database;
- Contribute to the building of a knowledge hub and the guidelines for knowledge management;
- Participate in the mapping and identification of potential partners and provide background research for the P&L Officer.
- Contribute to drafting, reviewing, and editing research proposal applications;
- Support with the editing of publications;
- Assist with the preparation of strategic events;
- Perform other as duties assigned by the Director or the supervisor.

Interns are also welcome to take part in seminars, brunches, workshops, conferences and other events organised by UNU-FLORES while completing the internship.

Required Qualifications and Experience:

- The candidate must be currently pursuing, or has recently graduated from postgraduate studies, or is in the final year of a Bachelor's degree in the field of natural, political, or social sciences, economy, international studies, communications or related fields;
- Proficiency in MS Office Suite (Word, Excel, PowerPoint);
- Experience with developing databases would be highly advantageous;
- Proficiency in oral and written English is required. Proficiency in German would be highly desirable, knowledge of other official UN languages would be an asset.

Competencies:

- Results-oriented;
- Quality orientation;
- Creativity;
- Teamwork;
- Ability to work within agreed timelines.

Important Information:

Please note that interns are not financially remunerated. Selected candidates have the responsibility of arranging their own travel, accommodation and cost of living.

UNU-FLORES accepts no responsibility for the medical and life insurance of the intern or costs arising from accidents and illness incurred during an internship. Interns will be requested to show proof of insurance when commencing the internship.

The purpose of the internship is not to lead to further employment with UNU-FLORES but to complement an intern's studies. Therefore, there should be no expectation of employment at the end of an internship.

UNU is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities to apply and become part of the organization.

UNU has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNU, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination.

Duration:

The successful candidate shall be based at UNU-FLORES in Dresden, Germany on a full-time basis (40h per week) for a period of 3-6 months. Part-time applications will be considered under exceptional conditions.

Starting Date: As soon as possible

Application Procedure:

Interested applicants should submit their applications by email to flores_internships@unu.edu

Applications must include the following documents in English:

1. A cover letter;
2. A curriculum vitae;
3. A completed and signed internship application form downloadable from the UNU-FLORES website. Please avoid using similar forms provided by other United Nations organisations;
4. Please insert the following reference number in the subject 2020/UNU/FLORES/INTERN/PL/28

Shortlisted candidates will be contacted, and unsuccessful applications will be notified. If you have any questions concerning the application procedure, please contact us at flores_internships@unu.edu