



**UNITED NATIONS
UNIVERSITY**

LOCAL RECRUITMENT Caracas, Venezuela

VACANCY ANNOUNCEMENT

Communications Internship

- Organizational Unit** : United Nations University - Programme for Biotechnology in Latin America and the Caribbean (UNU-BIOLAC)
- Reference Number** : 2020/UNU/BIOLAC/INTERN/CI/54
- Applications to** : applications.biolac@unu.edu
- Closing Date** : open until position is filled.

United Nations University Objectives:

The United Nations University (UNU) is an international community of scholars, engaged in research, postgraduate training and the dissemination of knowledge in furtherance of the purposes and principles of the United Nations, its Peoples and Member States. The University functions as a think tank for the United Nations system, contributes to capacity building, particularly in developing countries, and serves as a platform for new and innovative ideas and dialogue. For more information please visit <http://unu.edu>.

United Nations University – Programme for Biotechnology in Latin America and the Caribbean (UNU-BIOLAC):

Located in Caracas, Venezuela, UNU-BIOLAC was established in 1988. UNU-BIOLAC is a capacity development programme in biotechnology which belongs to the UNU system.

The programme's main goal is to provide tools to facilitate the training and research in biotechnology thus contributing to the economic and social development of the Latin American region. These actions are taken keeping a balance between science, technology and modern society.

The creation of UNU-BIOLAC was considered as a first step in the establishing of an international institute for the development of biotechnology in Latin America and the Caribbean with headquarters located in Venezuela.

Responsibilities

Under the supervision of the Senior Assistant, the communications intern will support the organization and logistics at UNU-BIOLAC facilities and will collaborate with implementation of follow up measures to former participants of academic activities when it will be required.

Assignments may include:

- Provide logistical support to upcoming events
- Updates for mailing list and newsletter
- Assist to create and curate engaging content
- Research topics of interest to UNU-BIOLAC in the field of Biotechnology for Latin America and the Caribbean
- Work with academic content and develop related communications pieces for various audiences
- Support the development of UNU-BIOLAC' website and social media channels
- Assist with conceptualisation and implementation of engaging campaigns on UNU-BIOLAC research and activities
- Assist with building online communities
- Assist with monitoring UNU-BIOLAC' digital media activity
- Perform other tasks assigned by the supervisor
- Support continuous development of our evaluator databases
- Support development of other databases
- Support development of the institutional online knowledge base
- Support other tasks as assigned

Minimum qualifications & experience

- Currently enrolled in a Bachelor' degree in Communications Sciences, Journalism, International Studies or related fields.
- Strong interest in the work of the United Nations University in general, and particularly in the Programme for Biotechnology in Latin America and the Caribbean.
- Proficiency level in MS Office applications, particularly with high skills in the use of Excel
- Proficiency level in Social Media, digital campaigns and Newsletter tools.
- Database development, and content management systems are assets
- Proficiency in English B2 language is mandatory

Competencies

Required competencies include:

- Results-oriented;
- Quality orientation;
- Creativity;

- Teamwork;
- Ability to work within tight timelines

Important information

UNU-BIOLAC 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 his/her internship.

The purpose of the internship is not to lead to further employment with UNU-BIOLAC but to complement an intern's studies. Therefore, there should be no expectation of employment at the end of the 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-BIOLAC in Caracas, Venezuela, on a part-time basis (20 hours per week) for a period of 3-6 months.

Starting date: As soon as possible

Application Procedure:

Interested applicants should submit their application materials by email to: applications.biolac@unu.edu

Applications must include the following:

1. Complete [P11 form](#)
2. Cover letter detailing how your qualifications and experience match the requirements of the position and the specific contributions you can make to the UNU. Please include the vacancy announcement reference number: 2020/UNU/BIOLAC/INTERN/CI/54