



**UNITED NATIONS
UNIVERSITY**

**LOCAL RECRUITMENT
Caracas, Venezuela**

**VACANCY ANNOUNCEMENT
INTERNSHIP
(Database: Data Entry & Curation)**

Organisational Unit	:	United Nations University - Programme for Biotechnology in Latin America and the Caribbean (UNU-BIOLAC)
Applications to	:	applications.unu.biolac@gmail.com
Reference Number	:	2020/UNU/BIOIAC/INTERN/D/85
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 primary 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 establishment 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 intern will be handling “Database: Data entry and curation” project whereby the intern needs to create, organise and cure our Database information entries to support the dissemination activities and outreach of UNU-BIOLAC. All tasks can be accomplished remotely, although meetings could be arranged in the facilities, if necessary. This project needs to be completed by the end of the contract.

Assignments may include:

- Provide research support to verify data entry quality from stakeholders, partners, and other institutions of interest
- Support continuous organisation and integration of data collected from various sources
- Support development of the institutional online knowledge base
- Support other tasks as assigned

Qualifications & experience:

Minimum qualifications and experience include:

- Currently enrolled in a Bachelor’ degree in Communications Sciences, Journalism, International Studies or related fields.
- Strong interest to work with 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
- Database development and content management systems are assets
- Proficiency in the English language is desired

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 Programme 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 (30 hours per week) for three months. The payment will be adjusted according to the working hours by using software that will evaluate productivity and available working time. If the project requires additional time, adjustment to contract duration may be considered.

Starting date:

As soon as possible

Application Procedure

Interested applicants should submit their application online through applications.unu.biolac@gmail.com

- 1) 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 in the subject: 2020/UNU/BIOLAC/INTERN/D/85
- 2) An updated resume, including previous academic and work experience.
- 3) A complete [P11 form](#)