Internship Terms of Reference

Internship Title: Content Management Intern
Reference Number: 2021/UNU/HQ/OC/INTERN/CM/67
Institute/Office: United Nations University – Centre/OC
Duty Station: Tokyo, Japan
Supervisor Name: Ms. Yuan-Kwan CHAN
Supervisor Email: yuankwan.chan@unu.edu
Duration: 01/08/2021 to 30/11/2021

Background
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.

The UNU Office of Communications is currently leading a project to collaboratively redevelop UNU’s brand and online presence. Underpinned by a recent rebranding exercise, the UNU Web Platform Development Project aims to combine all UNU institutes’ primary websites (30+) together onto the same platform, redevelop shared databases, and create a cohesive UNU web experience.

Description of Responsibilities

Working under the supervision of the Head of Communications, the Content Management Intern will:

- Map existing website taxonomy to future theme and keyword lists;
- Prepare and format current webpages (pre-migration tasks in advance of moving into the new design and content management system for unu.edu);
- Participate in user testing;
- Review editorial content in related documents and guidelines;
- Collaborate with other team members and stakeholders;
- Perform other duties as assigned by the supervisor.

Competencies

Core Values:
- Respect for Diversity
- Integrity
- Professionalism

Core Competencies:
- Awareness and Sensitivity Regarding Gender Issues
Accountability  
Creative Problem Solving  
Effective Communication  
Inclusive Collaboration

Qualifications

Education:
- University studies in journalism, communications or other relevant subjects is required.
- Be in their final year of undergraduate study or enrolled in a graduate degree programme or is within the two-year post graduation (maximum) from either a bachelors’, masters’ or PhD degree programme.

Language:
- Excellent communication skills (written and oral) in English are required;
- Working knowledge of another UN language is an advantage.

Application Procedure

Interested candidates should submit their application online through Impactpool and must upload all required documents listed below:
- Brief cover letter (in English) stating interest in and qualifications for the post;
- Current and complete CV in English.

Candidates invited for interview must submit prior to the interview the following documents:
- Document(s) confirming your education status (e.g. transcript or proof of enrollment);
- Proof of health and life/accident insurance valid for the location in which the internship will be carried out. Selected intern must have health and life insurance.

UNU accepts no responsibility for costs arising from accidents and/or illness or death incurred during the internship.

Stipend
Interns who are not in receipt of financial support from other sources such as universities or other institutions will receive a stipend from UNU to partially subsidize their basic living costs for the duration of the internship.

The monthly amount of the stipend will be determined for each duty station based on the stipend rates in effect. The stipend will be paid on a monthly basis and part-time internship arrangements are prorated accordingly.

Duty Station:
The successful candidate shall undertake the internship remotely due to the ongoing pandemic associated with travel restrictions, uncertainties and delays in many aspects. This arrangement should also limit possible exposure to COVID-19. Interns working remotely must have access to a personal laptop or desktop with basic functionalities and internet for the duration of their internship.

Duration of contract:
The duration of the internship is 2-6 months.
**Expected start date:** 1 August 2021 (flexible)

**Assessment**

Evaluation of qualified candidates may include a desk review and/or a competency-based interview, and references.

**Special notice**

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

Interns do not hold international civil servant status nor are they considered a “staff member” as defined in the United Nations Staff Rules and Regulations and may not represent UNU in any official capacity.

UNU accepts no responsibility for costs arising from accidents and/or illness or death incurred during 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. Applications from developing countries, and from women are strongly encouraged.

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.

**Information about UNU rosters**

UNU reserves the right to select one or more candidates from this internship announcement. We may also retain applications and consider candidates applying to this internship cohort for upcoming internships within the next 2 years.

**Scam warning**

UNU does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Should you receive a solicitation for the payment of a fee, please disregard it. Furthermore, please note that emblems, logos, names and addresses are easily copied and reproduced. Therefore, you are advised to apply particular care when submitting personal information on the web.