



**UNITED NATIONS
UNIVERSITY**

UNU-FLORES

**Institute for Integrated Management
of Material Fluxes and of Resources**

**INTERNSHIP ANNOUNCEMENT
INTERN - PROGRAMME SUPPORT
OFFICE OF THE DIRECTOR**

- Organizational Unit** : United Nations University - Institute for Integrated Management of Material Fluxes and of Resources (UNU-FLORES)
- Reference Number** : 2017/UNU/FLORES/INTERN/PSOD/60
- Applications to** : Flores_Internship@unu.edu
- Closing Date** : Recruitment is on-going

United Nations University Objectives:

The 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 - Institute for Integrated Management of Material Fluxes and of Resources (UNU-FLORES):

The mission of UNU-FLORES is to contribute to the development of integrated and sustainable management strategies for the use of water, soil and waste resources in particular in developing and emerging countries in scientific, educational, managerial, technological and institutional terms. Potential issues of focus include: urban water management, nutrient cycles and budgets, methods for reclamation and rehabilitation of degraded sites, site-specific river-basin scale water management; interaction of land use management and water inventory under differing climate conditions, efficient site-adapted waste management strategies, among others. The Institute will develop innovative concepts for target- and region-specific knowledge transfer as well as appropriate methodologies and approaches for postgraduate and professional education. The Institute is located in Dresden, Federal Republic of Germany. For more information please visit <http://flores.unu.edu>.

Responsibilities:

Under the authority of the Director of UNU-FLORES and supervision of Manager, Office of the Director, the successful candidate shall carry out the following tasks:

- Assist with the development of partnership with Mozambique as well as other countries;
- Assist with the draft of agreements and various administrative documents;
- Assist with the translation of documents from Portuguese to English and vice versa;
- Assist with the logistics of workshops/conferences when necessary;
- Assist with researching background data and information;
- Perform other tasks assigned by the supervisor.

Required Qualifications and Experience:

- The candidate must be enrolled in a degree programme (Bachelor or Master) in the field of law, education, language, cultural studies, politics or other social science subjects; applications from non-student will be accepted only under exceptional cases;
- The candidate must have proficient knowledge of English; knowledge of other UN official languages or German would be an asset; Knowledge of Portuguese would be highly desirable;
- Sound skills of using office applications such as word, excel etc.

Competencies:

- Results-oriented;
- Quality Orientation;
- Creativity;
- Team Work;
- 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 and accommodation and living by themselves.

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 his/her internship.

The purpose of the Internship Programme 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.

Duration:

The successful candidate shall be based at UNU-FLORES in Dresden, Germany on a full time basis (40 hours per week) for a period of 2-6 months. Successful candidate may be accepted to conduct the internship on a part time basis (20 hours per week) for a period of 6 months.

Starting Date: As soon as possible

Application Procedure:

Please find the relevant information and the application form on <https://flores.unu.edu/en/about/opportunities/internships#contact>.

Applicants interested in applying an internship at UNU-FLORES should send their complete Internship Application Form as well as their CV in English and cover letter to Flores_Internship@unu.edu.

Workforce diversity is essential to UNU. Suitably qualified candidates from diverse backgrounds including minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. Applications from suitably qualified women candidates from developing countries are particularly encouraged. All applications will be handled with the strictest confidence.

Only short-listed candidates will be contacted. Unsuccessful applications will not be acknowledged nor returned.

If you have any questions concerning the application procedure, please contact us flores@unu.edu.