



**UNITED NATIONS
UNIVERSITY**

(Kuala Lumpur, Malaysia)

VACANCY ANNOUNCEMENT

Internship Programme

Organizational Unit	:	United Nations University – International Institute for Global Health (UNU-IIGH)
Reference Number	:	2017/UNU/IIGH/INTERN/88
Applications to	:	iigh-info@unu.edu
Closing Date	:	Open until position is closed.

The UNU International Institute for Global Health (UNU–IIGH) invites applications for internships at the UNU-IIGH office in Kuala Lumpur. Interns are recruited through a competitive application process with no fixed closing date. Young professionals who are currently enrolled in graduate studies, and those who have recently completed a graduate program, who are interested in a career in global health — particularly from the perspective of ecological public health (recognizing the role of political, social, cultural and environmental in the experience of health and health outcomes)— are encouraged to apply.

The aim of the Internship Programme is to provide a dynamic, challenging and rewarding experience for graduate level students and young professionals. Successful candidates are expected to contribute to the current priorities of UNU-IIGH. The programme provides opportunities for the development of new skills and knowledge, and is a unique and constructive setting for the practical application of capacities acquired through graduate studies. Critically the programme exposes the intern to the challenges and realities in the application and translation of knowledge to global health policy and practice.

The programme places a strong emphasis on the training, guidance, and hands-on experience that form the basis of a beneficial internship. The programme opens with an orientation designed to familiarize interns with UNU-IIGH, UNU, their co-workers, facilities, and the working processes. The knowledge and practical experience gained will be beneficial to the interns in their future career. Interns can expect to gain valuable work experience while contributing in meaningful ways to the mission of UNU-IIGH.

Objectives

The objectives of the Internship at UNU-IIGH are to:

- provide opportunities for in-depth, hands-on experience in a research and training organization ;
- promote interaction and dialogue between young scholars, professionals, and UNU-IIGH academics and staff;
- familiarize interns with the mission and current activities of UNU and UNU-IIGH; and
- enable contributions to the research and administrative activities within UNU-IIGH.

Examples of Work Assignments

Interns have the opportunity to engage in a number of ongoing initiatives that provide a unique window into the working processes of UNU. Interns support the work of UNU-IIGH in the various ways:

- research and drafting for institutional development: preparation of executive briefs on priority issues; background research and drafting of topical information briefs in support of policy development;
- planning: supporting the development of project management tools and systems;
- event coordination: supporting the organization of lectures, conferences, workshops, and other public events;
- meeting coordination: logistical support and minute taking;
- editorial support: proof-reading reports and copy editing;
- communication: preparation and dissemination of newsletters, event summaries, and other communication documents.

Eligibility

Interns are selected on a competitive basis. The minimum qualification is enrollment in, or completion of, a graduate-level degree programme in a field related to global health (usually at the Masters level).

Criteria

The criteria that are considered include, but are not limited to, the following. The candidate:

- is under 35 years of age at the time of application;
- is fluent in written and spoken English;
- has excellent research, writing and analytical skills;

- can establish and maintain effective working relations with people from diverse cultural and linguistic backgrounds;
- demonstrates resourcefulness and creativity in problem-solving;
- has good computer skills: sound, hands-on, knowledge of standard office software (word processing, spreadsheets, databases, etc.); and
- has an interest in the work of the United Nations and more, specifically, in the work of UNU.

Remuneration

UNU-IIGH internships are unpaid: interns are either self-funded or supported through nominating institutions or governments. Sponsors will need to provide the required financial assistance for a living stipend of about RM2000/month, and travel to and from Malaysia (where applicable).

UNU-IIGH will provide a local transport allowance of RM500 per month, pro rata. Interns will be **presented with a certificate of acknowledgement as “UNU-IIGH Global Health Intern” at the end** of the placement.

Duration and Working Conditions

The usual duration of internships is 3 months, with the possibility of extension for up to a total of 6 months. Interns are expected to work full time during the regular working hours of the University, Monday to Friday. They are provided with a work station with desktop computer, internet facility and free access to UNU-IIGH library resources.

Application Process

Interested applicants are requested to submit a cover letter and updated resume to iigh-info@unu.edu. The email subject line should state your name and reference the internship programme. In the cover letter please state the month and year of internship you would like to be considered.