Internship Programme at the United Nations University Institute on Globalization, Culture and Mobility (UNU-GCM) – Communications Intern

OVERVIEW

POSITION:
Internship Programme at the United Nations University Institute on Globalization, Culture and Mobility (UNU-GCM) - Communications Intern

REFERENCE NO.:
2018/UNU/GCM/INTERN/CI/06

LOCATION:
Barcelona, Spain

TIMEZONE:
UTC +2

CLOSING DATE:
22 February 2018

Organizational Unit: United Nations University Institute on Globalization, Culture and Mobility (UNU-GCM)

The United Nations University Institute on Globalization, Culture and Mobility (http://gcm.unu.edu/) invites applications for an internship position at its office in Barcelona between 15 March 2018 and 15 September 2018. Interns are recruited through a competitive application process.

The aim of the internship Programme is to provide a dynamic, challenging and rewarding experience for students and young professionals. The Programme provides opportunities for the development of new skills and knowledge, and is a unique and constructive setting for the application of capacities and professional skills acquired in communications-related areas.

The Programme places a strong emphasis on the training, guidance, and hands-on experience that form the basis of a beneficial internship. Interns will be closely mentored by the Management Officer and the Communications Consultant at UNU-GCM; they can expect to gain valuable knowledge and practical experience that will be beneficial to future careers, while contributing in meaningful ways to the mission of UNU-GCM.

Responsibilities

Interns have the opportunity to engage in a number of ongoing initiatives that provide a unique window into the working processes of UNU-GCM. Under the authority of the Management Officer and the Communications Consultant, the successful candidate shall carry out the following tasks:

- Assist in the production of diverse communications materials, providing both editorial and format/graphic design support;
• Support the development and update of UNU-GCM’s website, social media channels and other communications platforms;
• Support the development and management of mailing lists, databases, etc.;
• Assist with the translation of UNU-GCM’s information materials (English-Spanish). Translation into Catalan would be an asset;
• Assist with managing publications, audiovisual and multimedia materials in libraries;
• Take minutes, prepare presentations/materials, and support the team in the organization of meetings and events;
• Provide communications-related support during events;
• Where needed, fulfill reception duties;
• Perform any other related duties as required.

Required qualifications and competencies

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

• The candidate should be under 30 years of age at the time of application;
• Bachelor’s degree in related discipline;
• At least 6 months of work experience in office environment. Current students who can commit to part-time office working schedules will also be considered;
• Proficiency in the use of MS Office applications (MS Word, Excel, PowerPoint, etc.);
• Good communication skills in both English and Spanish; working knowledge of Catalan would be an asset;
• Ability to work under minimal supervision and with a high level of resilience;
• Strong ability to establish priorities, multi-task and work within tight timelines;
• A good team player with strong interpersonal skills and manners demonstrated by the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Remuneration

UNU-GCM will provide a subsistence allowance of 2400 EUR to be paid in six (6) installments of 400 EUR each over a period of 6 months. The costs associated with the Internship must be borne by the nominating institution, related institution or government, which may provide the required financial assistance to its students; or by interns themselves, who will have to make their own arrangements for travel, accommodation, etc. The intern will be responsible for taxes and any insurance cover and will need to provide proof of enrollment in a health insurance plan valid for the location and period of the internship.

Duration and Working Conditions

The expected duration of internships is 6 months. Interns are expected to work (20) hours/week. Schedule will be agreed upon between the intern and his/her supervisor (either morning or afternoon).

Starting date

15 March 2018 or as soon as possible thereafter.
APPLICATIONS PROCEDURE

Interested applicants are requested to submit an updated curriculum vitae to hr.gcm@unu.edu by no later than 22 February 2018 (UTC+2). The email subject line should state the applicant's name and reference to the internship Programme. The names of two referees should also be listed in the body of the email.

Please note that only the candidates who are shortlisted candidates will be contacted.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8)

N.B: The working language of UNU is English.