



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 : 2018/UNU/FLORES/INTERN/PS/23
Applications to : flores_internship@unu.edu
Closing Date : Recruitment on rolling basis

About United Nations University

The United Nations University (UNU) is a global think tank and postgraduate teaching organisation headquartered in Japan. The mission of the UN University is to contribute, through collaborative research and education, to efforts to resolve the pressing global problems of human survival, development, and welfare that are the concern of the United Nations, its Peoples, and Member States. UNU encompasses 13 research and training institutes and programmes located in 12 countries around the world. For more information, please visit <https://unu.edu/>.

United Nations University Institute for Integrated Management of Material Fluxes and of Resources (UNU-FLORES)

As part of the United Nations University (UNU), the Institute helps build a bridge between the academic world and the United Nations. UNU-FLORES develops strategies to resolve pressing challenges in the area of sustainable use and integrated management of environmental resources such as water, soil, and waste. Focusing on the needs of the UN and its Member States, particularly developing countries and emerging economies, the Institute engages in research, capacity development, advanced teaching and training, as well as dissemination of knowledge. In all activities, UNU-FLORES advances a Nexus Approach to the sustainable management of environmental resources. For more information, please visit <https://flores.unu.edu>.

Responsibilities:

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

Provide general support to the Office of the Director:

- Update and improve the UNU-FLORES contact database;
- Prepare meeting minutes, reports, manuals, or other documents;
- Help with meeting preparations;
- Assist with the front desk responsibilities;
- Assist with the end-year mail distribution;
- Help with preparing the Director's travel;
- Support the IT unit;
- Assist with the yearly inventory;
- Perform other tasks assigned by the supervisor.

Provide logistical support to events held at UNU-FLORES:

- Assist with the preparation and distribution of invitations and other publications;
- Support event coordination: lectures, conferences, workshops, and other public events.

Provide other administrative support of the office and the Academic Units:

- Provide general support to the coordination of the Joint PhD programme;
- Assist with drafting reports and/or news stories about UNU-FLORES activities and events;
- Support the team with other administrative tasks.

Required Qualifications and Experience:

- The candidate must currently be pursuing or has recently completed postgraduate studies (Master degree or equivalent), or is in the final year of the first university degree programme (Bachelor level or equivalent) in the field of law, education, language, cultural studies, politics, or other social science subjects; applications from non-students 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;
- Sound skills of using Microsoft Office applications such as Word, Excel, etc.

Competencies:

- Results-oriented;
- Quality orientation;
- Creativity;
- Teamwork;
- 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. Part-time applications will be considered under exceptional conditions.

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 for an internship at UNU-FLORES should send their complete Internship Application Form as well as their CV and cover letter in English 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.

Shortlisted candidates will be contacted and unsuccessful applications will be notified.

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