



UNITED NATIONS
UNIVERSITY

UNU-FLORES

Institute for Integrated Management
of Material Fluxes and of Resources

INTERNSHIP ANNOUNCEMENT INTERN – GRAPHIC DESIGN AND KNOWLEDGE MANAGEMENT

Organizational Unit	:	United Nations University - Institute for Integrated Management of Material Fluxes and of Resources (UNU-FLORES)
Reference Number	:	2018/UNU/FLORES/INTERN/CAA/GDKM/25
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 supervision of the Visual Communications Associate, the successful candidate shall carry out the following tasks:

- Assist with graphic design tasks;
- Assist with the enhancement and information accuracy of various database;
- Assist with the design, implementation, and testing of various knowledge bases;
- Assist with the production of AV modules and edit various user guides;
- Assist with image research and visual support for documents, reports, papers, and other communications materials;
- Assist with managing photo and video databases;
- Assist with building online communities and organising knowledge-sharing activities;
- Assist with photo-taking during events and for other communications products;
- Perform other tasks assigned by the supervisor.

Required Qualifications and Experience:

- The candidate must be currently pursuing or has recently completed postgraduate studies (master's degree or equivalent), or is in the final year of the first university degree programme (bachelor's level or equivalent) in the field of education, archiving, computing, language, cultural studies, politics, library studies, 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 official UN languages or German would be an asset;
- Sound skills of using MS 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 application will be considered under exceptional conditions.

Starting Date: As soon as possible

Application Procedure:

Please find the relevant information and the application form at <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.