



UNITED NATIONS
UNIVERSITY

UNU-FLORES

Institute for Integrated Management
of Material Fluxes and of Resources

INTERNSHIP ANNOUNCEMENT INTERN – COMMUNICATIONS AND ADVOCACY

Organizational Unit	:	United Nations University - Institute for Integrated Management of Material Fluxes and of Resources (UNU-FLORES)
Reference Number	:	2018/UNU/FLORES/INTERN/CAAG/26
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 Communications and Advocacy Officer, the intern will support particularly communications, advocacy, and knowledge management aspects of UNU-FLORES. Assignments may include:

- Fully support Institute's PR strategy and execute it in different phases;
- Draft, distribute, and pitch news releases, media alerts, and other stories;
- Support translation of UNU-FLORES information materials into German or other languages;
- Provide logistical support for events;
- Research topics of interest to UNU-FLORES in the field of environmental resource management;
- Support the development of contact databases in national and international media;
- Support the development of other databases;
- Support the development of UNU-FLORES website and social media channels;
- Support the development of the institutional online knowledge base;
- Support the archiving of publications;
- Take minutes, prepare presentations/materials, support the organisation (workshops or meetings);
- Collaborate with staff on new ideas, directions, and venues for marketing and communications; and
- Perform other tasks assigned by the supervisor.

Required Qualifications & Experience:

- 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 communications sciences, journalism, or related fields;
- First experience in dealing with the media and the public;
- Strong interest in the work of the United Nations University, development, and environmental resource management;
- Proficiency in MS Office (Word, Excel, PowerPoint); proficiency in database development or Content Management Systems are an asset.
- Proficiency in English is required. A good command of German would be highly desirable. Knowledge of additional UN languages is an asset.

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 will 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.