



**UNITED NATIONS
UNIVERSITY**

**LOCAL RECRUITMENT
Caracas, Venezuela**

**VACANCY ANNOUNCEMENT
INTERNSHIP**

Organizational Unit	:	United Nations University - Programme for Biotechnology in Latin America and the Caribbean (UNU-BIOLAC)
Reference Number	:	2018/UNU/BIOLAC/INTERN/80
Applications to	:	applications.unu.biolac@gmail.com
Closing Date	:	open until position is filled.

United Nations University Objectives:

The United Nations University (UNU) is an international community of scholars, engaged in research, postgraduate training and the dissemination of knowledge in furtherance of the purposes and principles of the United Nations, its Peoples and Member States. The University functions as a think tank for the United Nations system, contributes to capacity building, particularly in developing countries, and serves as a platform for new and innovative ideas and dialogue. For more information please visit <http://unu.edu>.

United Nations University – Programme for Biotechnology in Latin America and the Caribbean (UNU-BIOLAC):

Located in Caracas, Venezuela, UNU-BIOLAC was established in 1988. UNU-BIOLAC is a capacity development programme in biotechnology which belongs to the UNU system.

The programme's main goal is to provide tools to facilitate the training and research in biotechnology thus contributing to the economic and social development of the Latin American region. These actions are taken keeping a balance between science, technology and modern society.

The creation of UNU-BIOLAC was considered as a first step in the establishing of an international institute for the development of biotechnology in Latin America and the Caribbean with headquarters located in Venezuela.

Responsibilities:

Under the supervision of the Senior Assistant, the intern will support the organization and logistic at UNU-BIOLAC facilities and will collaborate with implementation of follow up measures to former participants of academic activities when it will be required.

Assignments may include:

- Provide logistical support to upcoming events
- Support continuous development of our evaluator databases
- Support development of other databases
- Support development of the institutional online knowledge base
- Support other tasks as assigned

Minimum qualifications & experience:

- Currently enrolled in a Bachelor' degree in Communications Sciences, Journalism, International Studies or related fields.
- Strong interest in the work of the United Nations University in general, and particularly in the Programme for Biotechnology in Latin America and the Caribbean.
- Proficiency level in MS Office applications, particularly with high skills in the use of Excel
- Database development, and content management systems are assets
- Proficiency in English language is desired

Competencies:

Required competencies include:

- Results-oriented;
- Quality orientation;
- Creativity;
- Team work;
- Ability to work within tight timelines

Important information:

UNU-BIOLAC 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-BIOLAC but to complement an intern's studies. Therefore, there should be no expectation of employment at the end of the internship

Duration:

The successful candidate shall be based at UNU-BIOLAC in Caracas, Venezuela, on a part-time basis (20 hours per week) for a period of 3-6 months. Successful candidate may also be accepted to conduct the internship on a part-time basis (20 hours per week) for a period of 6 months.

Starting date:

As soon as possible.

Application

Interested applicants should submit their applications by email to applications.unu.biolac@gmail.com, and must include the following:

- a cover letter setting out how the qualifications and experience match the requirements of the position;
- a curriculum vitae and a completed and signed UNU Personal History (P.11) form downloadable from United Nations University website at <http://unu.edu/about/hr>. Please avoid using similar forms provided by other United Nations organizations;
- documents that support work experience provided in the curriculum vitae;
- full contact information of three (3) referees; and
- as the subject of the application email, input the reference number of the vacancy announcement