



UNITED NATIONS
UNIVERSITY

UNU-FLORES

Institute for Integrated Management
of Material Fluxes and of Resources

INTERNSHIP ANNOUNCEMENT

INTERN – Dresden Nexus Conference
COMMUNICATIONS AND ADVOCACY UNIT

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

Reference Number : 2019/UNU/FLORES/INTERN/COMMA/24

Applications to : flores_internship@unu.edu

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 DNC Logistical Coordinator, the DNC Substantive Coordinator and the DNC Secretary, the intern will contribute to the preparation and execution of the Dresden Nexus Conference 2020, by supporting in one or more of the following activities:

- conference administrative and logistical activities;
- development and execution of the call for submissions and the review process, engaging various audiences around the world;
- conceptualization, development, and execution of conference material and promotional activities and resources, such as flyers, posters, social media campaigns, etc.;
- drafting of dynamic content and maintenance of the Dresden Nexus Conference website;
- development and execution of the scientific and social programme, including but not limited to supporting coordination and management of programme stakeholders, the timely collection of their inputs, and other related tasks;
- participant management, in particular, for VIPs;

- post-conference management including follow up with participants, and the post-event analysis of data for the production of an internal summary report and de-brief;
- conduct independent projects based on the current activities and needs of the conference organisers as assigned by the Supervisors.

Minimum Qualifications & Experience:

- Completed a Bachelor's or currently enrolled in Master's degree in Communications Sciences, Journalism, Public Relations, International Relations, Environmental Sciences, Political Sciences, Social Sciences or related fields;
- Strong interest in the work of the United Nations, the UN University, development and environmental resource management;
- Experience in event management would be an asset;
- Strong knowledge of in MS Office Suite (Word, Excel, PowerPoint);
- 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.

Starting Date: from July 2019 and onwards

Important Information:

Please note that interns are not financially remunerated. Selected candidates have the responsibility of arranging their own travel, accommodation and cost of living.

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 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 (40h per week) for a period of 4-6 months. Part-time applications will be considered under exceptional conditions.

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.