



UNITED NATIONS
UNIVERSITY

UNU-FLORES

Institute for Integrated Management
of Material Fluxes and of Resources

INTERNSHIP ANNOUNCEMENT

INTERN – Management Control Systems

OFFICE OF THE DIRECTOR

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

Reference Number : 2019/UNU/FLORES/INTERN/OD/25

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 authority of the Director of UNU-FLORES and under the supervision of the Partnerships and Liaison Officer, the successful candidate will support the institute in developing a performance measurement tool and shall carry out the following tasks:

- Assist the Partnerships and Liaison Officer with the development of an organisational performance measurement system;
- Assist with the development of indicators for a successful science-policy interface;
- Provide administrative support to ensure timely follow-up;
- Support with the drafting of internal guidelines;
- Support the preparation of documents for internal/external upcoming meetings planned for the Director and provide support to institutional events (e.g. Advisory Committee meeting, CONDIR meeting, UN Day, Dresden Nexus Conference);
- Perform other related tasks as assigned by the Director.

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 Public Policy, Public Administration, Accounting, Controlling, Management Control Systems and/or Business Administration;
- The candidate must have proficient knowledge of English; knowledge of other UN official languages and/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, 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.

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.