

Job Opening

Posting Title:	INTERN - INFORMATION SYSTEMS & COMMUNICATION TECHNOLOGY, I (Temporary Job Opening)
Job Code Title:	INTERN - INFORMATION SYSTEMS & COMMUNICATION TECHNOLOGY
Department/Office:	Economic and Social Commission for Asia and the Pacific
Duty Station:	INCHEON CITY
Posting Period:	12 July 2021 - 31 December 2021
Job Opening Number:	21-Information Management Systems-ESCAP-159368-J-Incheon City (O)
Staffing Exercise	N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

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Org. Setting and Reporting

The Asian and Pacific Training Centre for Information and Communication Technology for Development (APCICT) was inaugurated on 16 June 2006 as a regional institute of Economic and Social Commission for Asia and the Pacific (ESCAP), and is located in Incheon, Republic of Korea. Guided by the 2030 Agenda for Sustainable Development and other internationally agreed development goals, the Centre's objective is to build and strengthen the capacity of members and associate members of ESCAP to leverage information and communication (ICT) for the purpose of socio-economic development. APCICT's work is focused on training, knowledge sharing, and multi-stakeholder dialogue and partnership.

The Asian and Pacific Training Centre for Information and Communication Technology for Development (APCICT/ESCAP) internship is for 2 months with an opportunity for extension up to 6 months, pending on the needs of the department.

The internship is UNPAID and fulltime.

Interns work five days per week (37.5 hours) under the supervision of a staff member in the department or office to which they are assigned.

Responsibilities

Duties may include, but are not limited to:

- Provide assistance in improving the functionality of the website and e-learning portal
- Support the development e-learning content by using relevant software applications
- Undertake various researches as directed by the Supervisor by collecting, analyzing and presenting statistical data and other information gathered from diverse sources
- Assist in administrative and substantive support to meetings and conferences, preparation of background documents and presentations, handling logistics etc
- Provide support for computer information systems and applications;
- Perform other duties as directed by the Supervisor

Competencies

Communication:

- Speaks and writes clearly and effectively
- Listens to others, correctly interprets messages from others and responds appropriately
- Asks questions to clarify, and exhibits interest in having two-way communication
- Tailors language, tone, style and format to match the audience
- Demonstrates openness in sharing information and keeping people informed

Teamwork:

- Works collaboratively with colleagues to achieve organizational goals
- Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others
- Places team agenda before personal agenda
- Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position



-Shares credit for team accomplishments and accepts joint responsibility for team shortcomings

Client Orientation:

- Considers all those to whom services are provided to be “clients ” and seeks to see things from clients’ point of view
- Establishes and maintains productive partnerships with clients by gaining their trust and respect
- Identifies clients’ needs and matches them to appropriate solutions
- Monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems
- Keeps clients informed of progress or setbacks in projects
- Meets timeline for delivery of products or services to client

Technological Awareness:

- Keeps abreast of available technology
- Understands applicability and limitations of technology to the work of the office
- Actively seeks to apply technology to appropriate tasks
- Shows willingness to learn new technology

Education

To qualify for an internship with the United Nations Internship Programme, the following conditions must be met:

- Applicants must meet one of the following requirements:
 - (a) be enrolled in a graduate school programme (second university degree or equivalent, or higher);
 - (b) be enrolled in the final academic year of a first university degree programme (minimum Bachelor’s level or equivalent); or
 - (c) have graduated with a university degree (as defined above) and, if selected, must commence the internship within a one year period of graduation;
- Be computer literate in standard software applications;
- Have a demonstrated keen interest in the work of the United Nations and have a personal commitment to the ideals of the Charter; and
- Have a demonstrated ability to successfully interact with individuals of different cultural backgrounds and beliefs, which include willingness to try and understand and be tolerant of differing opinions and views.

Work Experience

Languages

English and French are the working languages of the United Nations Secretariat. Fluency in spoken and written English is required for the internship. Knowledge of an additional official UN language is an asset. Arabic, Chinese, English, French, Russian and Spanish are the official languages of the United Nations Secretariat.

Assessment

Potential candidates will be contacted by the hiring manager for further consideration. A complete online application (Cover Note and Personal History Profile) is required. Incomplete applications will not be reviewed.

The Cover Note must include:

- Title of degree you are currently pursuing
- Graduation Date
- List of IT skills and programmes that you are proficient in
- List of top three areas of interest/department preferences
- Explanation why you are the best candidate for that specific department(s).
- Explanation of your interest in the United Nations Internship Programme

In your Personal History Profile, be sure to include all past work experience, IT skills, and three references.

Should there be a need for an intern that matches the applicant’s profile, the applicant will be contacted directly by the Division. Please note that due to the large number of applicants, Division are not necessarily in a position to reply to each request and only shortlisted applicants will be contacted for further consideration.

Special Notice

“In the context of the COVID-19 pandemic, applicants may be requested to undertake the internship remotely in view of constraints regarding visa issuance, international travel and access to UN premises. Applicants must be willing and prepared to undertake the internship remotely for a part or the entirety of the internship.”

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe

that they have been involved in the commission of any of these acts. The term “sexual exploitation” means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term “sexual abuse” means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term “sexual harassment” means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator’s working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on “Manuals” hyper-link on the upper right side of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS’ BANK ACCOUNTS.

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