

Job Opening

Posting Title:	INTERN - PUBLIC INFORMATION, I (Temporary Job Opening)
Job Code Title:	INTERN - PUBLIC INFORMATION
Department/Office:	Economic and Social Commission for Asia and the Pacific
Duty Station:	INCHEON CITY
Posting Period:	02 October 2020 - 30 December 2021
Job Opening Number:	20-Public Information-ESCAP-142161-J-Incheon City (0)
Staffing Exercise	N/A

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

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Org. Setting and Reporting

The internship at the ESCAP East and North-East Asia (ENEA) Office located in Incheon, Republic of Korea, is for two months with an opportunity for extension up to six months, if required by the division.

The internship is UNPAID and full-time.

Interns work five days per week (35 hours) under the supervision of a staff member in the division or office to which they are assigned.

Responsibilities

The intern will assist SRO-ENEA in undertaking outreach activities for the short, medium and long term as well as in updating and improving a website of the Office and general information requirements and providing public information design services to the SRO:

- assist in preparation of outreach strategies of promotional/advocacy materials for SRO;
- assist staff in outreach and information dissemination-related activities;
- assist in maintaining SRO's website;
- assist staff in supporting the implementation of relevant public events;
- select from scientific literature information relevant to the subject scope of SRO;
- develop and maintain up-to-date public information strategy of the SRO;
- maintain an up-to-date list of contact addresses, publication distribution lists.

Daily responsibilities will depend on the individual's background and the intern's assigned office as well as the internship period. Duties may include, but are not limited to:

- Support for production and distribution of outreach materials
- Support for the production of office newsletter
- Support for SNS activities
- Working on web-presentation
- Assistance in drafting and preparing official documents
- Proofreading of documents

- Attending and summarizing conferences and meetings
- Assistance during conferences
- Logistics and protocol support for office events
- Document, legal and Internet research
- Compiling statistics
- Other administrative support, upon request

Competencies

The United Nations Core Competencies include:

- Communication: Ability to draft clearly and concisely, good written and oral language skills.
- Teamwork: Good interpersonal skills, ability to work collaboratively with colleagues from different national and cultural backgrounds to achieve organizational goals.
- Client Orientation: Considers all those to whom services are provided to be 'clients' and seeks to see things from clients' point of view.

Education

To qualify for an internship with the United Nations Internship Programme, applicants must meet one of the following requirements:

- a)be enrolled in a graduate school programme (second university degree or equivalent, or higher); or
- 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.

Languages

English and French are the working languages of the United Nations Secretariat. Fluency in spoken and written English is required for the internship, and fluency in spoken and written any language of ENEA member countries is preferred.

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

N/A

Special Notice

A completed online application (Cover Note and Personal History Profile) is required. Incomplete applications will not be reviewed.

The Cover Note must include:

- Intended duration of internship (starting and ending dates)
- Degree Programme (What are you currently studying or what have you studied)
- Graduation date (When will you graduate or when did you graduate from the programme?)
- List of the IT skills and programmes that you are proficient in
- List of your top three areas of interest
- Explanation about why you are the most suitable candidate for this specific internship
- Explanation of your interest in the United Nations Internship Programme

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

Please note that due to the large number of applicants, divisions are not in a position to reply to each application and that only short-listed applicants will be contacted for further consideration.

SPECIAL NOTICE (Remote Internships): “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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