Job Title: INTERN - PUBLIC ADMINISTRATION, I

Department/ Office: Department of Economic and Social Affairs/United Nations Project Office on Governance (UNPOG)

Duty Station: Incheon, Republic of Korea

Application Deadline: 9 June, 2020

Duration: 3 months (Extendable up to 6 months)

Start Date: July 2020

**Org. Setting and Reporting**

The United Nations Project Office on Governance (UNPOG) of the United Nations Department of Economic and Social Affairs internship is for three months with an opportunity for extension, depending on the needs of the office.

UNPOG is under the supervision of the Division for Public Institutions and Digital Governance of the United Nations Department of Economic and Social Affairs.

The internship is UNPAID and full-time in principle, yet subject to flexible arrangement.

**Responsibilities**

Daily responsibilities will depend on the individuals’ background; the needs of the office as well as the internship period.

*Given the current circumstances under the COVID-19 pandemic, flexible work arrangement and remote working may take place at the discretion of the office and in accordance with the national and local guidelines. In such cases, online supervision and oversight under internal course of action will be conducted on a day-to-day basis to ensure work effectiveness and inclusive administration.*

Duties may include, but are not limited to:

* Providing research support in thematic issues as related to good governance for sustainable development, including building transparent, accountable, participatory and inclusive institutions and institutional arrangements;
* Providing support during conferences, capacity development workshops and virtual events including general administrative matters and coordinating tasks;
* Assisting in maintaining the UNPOG website and information management;
* Performing other duties as requested.

**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.

**The intern is expected to:**

* Have a demonstrated keen interest in the work of the United Nations and a personal commitment to the ideals of the United Nations Charter; and
* Have a demonstrated ability to successfully interact with individuals of different cultural backgrounds and beliefs.

**Education**

* Applicants to the United Nations internship programme 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);

(c) Have graduated with a university degree (as defined in (a) and

(b) above) and, if selected, must commence the internship either prior to graduation or within one year of graduation from an academic programme. Applicants who are unable to commence the internship within one year of graduation shall not be accepted.

* Be computer literate in standard software applications.
* Area of study must be in public administration, international policy, political science, development economics, or quantitative sciences (Engineering, Informatics, Mathematics or Physics) or related fields.

**Work Experience**

Applicants are not required to have professional work experience for participation in the programme.

**Languages**

English and French are the working languages of the United Nations Secretariat. Fluency in spoken and written English is required for the Internship Programme. Knowledge of another UN official language is an asset.

**Assessment Method**

Potential candidates will be contacted by hiring manager directly for further consideration.

**Special Notice**

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

The Cover Note must include:

* Title of graduate/undergraduate degree programme
* Graduation date (When will you be graduating from the programme? In case you have already graduated, when did your graduate?)
* List the IT skills and computer programs that you are proficient in.
* List your top three areas of interest.
* Explain why you are the best candidate for this specific internship.
* Explain your interest in the United Nations Internship Programme.

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

Due to the high volume of applications received, ONLY successful candidates will be contacted.

**United Nations Considerations**

The United Nations shall place 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 (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

Interns are considered non-critical personnel and shall not be sought as a substitute for performing staff functions. Engagement of new interns shall be made in accordance with the national travel advisories set by the Host Country and taking into consideration WHO guidelines.

**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.

**Please submit your cover letter and personal history form (P11) to wooyoung.kim@un.org by the given deadline.**