

Posting Title : UNCTAD INTERNSHIP in the Division for Africa, Least Developed Countries and Special Programmes (Office of the Director), I
Job Code Title : INTERN - ECONOMIC AFFAIRS
Department/ Office : United Nations Conference on Trade and Development
Location : GENEVA
Posting Period : 1 December 2017-1 January 2018
Job Opening number : 17-ECO-UNCTAD-89652-J-GENEVA (O)
Staffing Exercise : N/A

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

Special Notice

Applicants are encouraged to apply for internships which relate directly to their studies and/or skills and expertise. Applicants are asked to please indicate preferences which best match his/her suitability and do so carefully in order to enhance the value of the internship for both the intern and the receiving UN department. A person who is the child or sibling of a staff member shall not be eligible to apply for an internship at the United Nations. An applicant who bears to a staff member any other family relationship may be engaged as an intern, provided that he or she shall not be assigned to the same work unit of the staff member nor placed under the direct or indirect supervision of the staff member. For purposes of this instruction, "child" means (i) the child of a staff member; (ii) the child of the spouse of a staff member (stepchild); and (iii) the spouse of a child of a staff member or a staff member's spouse (son- or daughter-in-law). "Sibling" includes the child of both or either parent of a staff member and the child.

Org .Setting And Reporting

This profile is for the sole purpose of the Internship Programme of the United Nations Conference for Trade and Development in Geneva. There should be no expectation of employment within the UN after an internship. Interns shall not be eligible to apply for, or be appointed to, positions at the professional level and above carrying international recruitment status in the Secretariat for a period of six months following the end of their internship. UN interns must have a valid visa. The Internship Programme is unpaid and full-time, i.e. an intern is expected to work five days per week, from 8.30 am to 5.30 pm. This internship position is in the Office of the Director in the Division for Africa, Least Developed Countries and Special Programmes (ALDC) of the United Nations Conference on Trade and Development (UNCTAD). The Internship period will be from 29 January 2018 for three months.

Responsibilities

Carrying out his/her tasks under the supervision of a senior staff member, duties may include, but are not limited to:

- providing research assistance on key macroeconomic and trade issues for least developed countries, in particular for graduating Least Developed Countries (LDCs),
- assist in drafting and preparing official documents and research documents for publication,
- assist in the creation and maintenance of a distribution list,
- assist in the day-to-day work of the Division.

More generally, interns shall:

1. Observe all applicable rules, regulations, instructions, procedures and directives of the Organization notwithstanding their status as described in section 4 of the UN Internship Programme Administrative Instructions ST/AI/2000/9 & ST/AI/2005/11;
2. Provide the receiving departments/offices with a copy of all materials prepared by them during the internship. The UN shall be entitled to all property rights, including but not limited to patents, copyrights and trademarks, with regard to material which bears a direct relation to, or is made in consequence of, the services provided under the internship. At the request of the UN, the interns shall assist in securing such property rights and transferring them to the UN in compliance with the requirements of the applicable law;
3. Respect the impartiality and independence required of the UN and of the receiving department/office and shall not seek or accept instructions regarding the services performed under the internship agreement from any Government or from any authority external to the UN;
4. Unless otherwise authorized by the appropriate official in the receiving department/office, they may not communicate at any time to the media or to any institution, person, Government or any other external source any information which has become known to them by reason of their association with the UN or the receiving department/office, that they know or ought to have known has not been made public. They may not use any such information without the written authorization of the appropriate official, and such information may never be used for personal gain. These obligations also apply after the end of the internship with the UN and;
5. Refrain from any conduct that would adversely reflect on the UN or on the receiving department/office and will not engage in any activity which is incompatible with the aims and objectives of the UN.

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.

Education

To qualify for an internship with the United Nations Internship Programme, applicants must meet one of the following requirements: • Be enrolled in a graduate school programme (second university degree or equivalent, or higher); or • Be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent); or • Have graduated with a university degree and, if selected, must commence the internship within a one year period of graduation from an academic programme. Applicants who are unable to commence the internship within one year of graduation shall not be accepted. Moreover, interns: • Should 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 includes willingness to understand and be tolerant of differing opinions and views. The University degree must be in the area of economics, political science, development studies or any related area.

Work Experience

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

Languages

Fluency in English is required for the internship. Knowledge of French is an asset.

Assessment

Candidates will be assessed based on their Personal History Profiles (PHP). Individual interviews may be conducted for further assessment. 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 (when will you be graduating from the programme); - List the IT skills and programmes that you are proficient in; - Explain why you are the best candidate for the internship position. In your Personal History Profile, be sure to include all past work experience, if any; IT skills and three (3) references. Due to 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.

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.