

UNITED NATIONS | INTERNSHIP

Posting Title: INTERN - Coordination, planning, analytics and policy analysis – Executive Office of the Secretary-General, I (Temporary Job Opening)
Job Code Title: INTERN - ADMINISTRATION
Department / Office: Executive Office of the Secretary-General
Location: New York, New York
Posting Period: 02 May 2019 – 31 December 2019
Job Opening ID: 19-ADM-EOSG-116318-J-NEW YORK
Application Link : <https://careers.un.org/lbw/jobdetail.aspx?id=116318&Lang=en-US>

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

ORG. SETTING AND REPORTING

We seek motivated interns to support the work of the Executive Office of the UN Secretary-General. Our interns can take up assignments with any team in the Office, including the Strategic Planning and Monitoring Unit; the Political, Peacekeeping, Humanitarian and Human Rights Unit; the Rule of Law Unit; the Sustainable Development Unit; the Policy Advisor's Office; or other teams.

Interns report to full-time professional staff in our teams and focus on one of the three tracks set out below.

The United Nations internship programme does not provide remuneration; All internship related expenses – travel, insurance, living etc. – are the responsibility of the intern, sponsoring Government or institution; The UN accepts no responsibility for costs arising from accidents, illness or death during the internship; The intern is responsible for obtaining necessary visas and arranging travel to and from the duty station where the internship will be performed; Interns are not eligible to apply for, or be appointed to, any post in UN during the period of the internship or for six months immediately following the end of the internship; The intern must provide proof of enrolment in health insurance plan; Interns are not staff members and may not represent the UN in any official capacity; Due to the high volume of applications received, we can only contact successful candidates; Interns work full time - five days per week.

RESPONSIBILITIES

Our interns work as full members of our team, pursue projects that are designed to make a permanent difference and have opportunities to learn about the work of the entire UN System. We offer internship opportunities in three broad tracks:

TRACK 1: COORDINATION AND EXECUTIVE SUPPORT

- Support the preparation of senior-level management meetings, conferences and retreats
- Support the preparation of background and option papers
- Support the tracking and analysis of decisions and their implementation
- Assist in the preparation of speeches and talking points

TRACK 2: STRATEGIC PLANNING AND ANALYTICS

- Support analytics on UN system-wide / cross-cutting needs, priorities, resources, risks and performance
- Support the analytics teams in maintaining key data sets, data models, indices and reports
- Develop dashboards and visualizations for senior managers and provide user support
- Support data mining, process optimization, metrics development and forecasting

TRACK 3: POLICY ANALYSIS AND ASSESSMENT

- Help monitor, identify and analyze geographic, political and thematic global trends
- Support the preparation of analytical reports, papers, talking points and correspondences
- Assist in coordinating the formulation of strategies, programmes and policies
- Support the preparation of meetings, events, talks and visits

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

PLANNING AND ORGANIZING

- Develops clear goals that are consistent with agreed strategies
- Identifies priority activities and assignments; adjusts priorities as required
- Allocates appropriate amount of time and resources for completing work
- Foresees risks and allows for contingencies when planning
- Monitors and adjusts plans and actions as necessary

TECHNOLOGICAL AWARENESS

- Actively seeks to apply emerging technology across tasks
- Keeps abreast of available technology
- Understands applicability and opportunities of technology for the organization

EDUCATION

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;

In each track, interested candidates can pursue broad range of studies as indicated below:

TRACK 1: COORDINATION AND EXECUTIVE SUPPORT

Public or Business Administration, Management, International Relations, Gender Studies, Political Science or Economics.

TRACK 2: STRATEGIC PLANNING AND ANALYTICS

Management and Strategy, Analytics, Statistics, Operations Research, Public or Business Administration, Engineering, Data Visualization or Information Design.

TRACK 3: POLICY ANALYSIS AND ASSESSMENT

International Relations, Gender Equality, Women's Studies, Political Affairs, Law, Geography or Economics.

All interested candidates must:

- Be computer literate in standard software applications;
- Have a keen interest in the work of the United Nations and a personal commitment to the ideals of the Charter;
- 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

Applicants are not required to have professional work experience, but are encouraged to list all relevant work experiences in their application, as well as interests, skills and knowledge in the areas below:

AREA 1: COORDINATION AND EXECUTIVE SUPPORT

- Keen interest in international affairs, gender equality, management and change
- Attention to detail and a passion for leadership support
- Experience in strategy / management consulting, policy work or executive support is an advantage

AREA 2: STRATEGIC PLANNING AND ANALYTICS

- Keen interest in strategy, management, analytics and performance optimization
- Excellent presentation design skills (knowledge of Adobe InDesign / Illustrator an advantage)
- Strong knowledge of data management techniques, quantitative / qualitative analysis and data visualization
- Strong knowledge of analytics tools (e.g. PowerBI, Excel, PowerPoint, SAP Business Objects, Qlik, SQL, R)
- Experience in strategy / management consulting, analytics or data visualization is an advantage

AREA 3: POLICY ANALYSIS AND ASSESSMENT

- Keen interest in international affairs, gender equality, women's rights, humanitarian affairs, and the rule of law
- Attention to detail and a passion for big-picture analysis
- Experience in policy analysis and first field experience an advantage

LANGUAGES

Fluency in English (both oral and written) is required; Knowledge of another UN official language is an advantage.

ASSESSMENT

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

SPECIAL NOTE

The internship is for a minimum period of three months, with possibility of extension up to six months. In their cover note, interested candidates should indicate their availability:

- Fall (September - December)
- Winter/Spring (January - April)
- Summer (May - August)

In the cover note, candidate should also indicate the track they are interested in:

- Track 1: Coordination and Executive Support
- Track 2: Strategic Planning and Analytics
- Track 3: Policy Analysis and Assessment

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.

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.