

Job Opening

Posting Title:	INTERN - PUBLIC INFORMATION, I (Temporary Job Opening)
Job Code Title:	INTERN - PUBLIC INFORMATION
Department/Office:	Department of Global Communications
Duty Station:	BRUSSELS
Posting Period:	15 July 2022 - 15 November 2022
Job Opening Number:	22-Public Information-DGC-186311-J-Brussels (A)
Staffing Exercise	N/A

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

[Apply Now](#)

Org. Setting and Reporting

The United Nations Regional Information Centre (UNRIC), as part of the Department of Global Communication (DGC) in the Strategic Communications Division (SCD), invites you to be part of an internship programme during 2022.

The internship position is located in Brussel or can be remote. The incumbent is under the direct supervision of the Public Information Officer from the Benelux & EU Desk. He or she reports to the Head of the Benelux & EU Desk at the UN Regional Information Centre for Western Europe (UNRIC). UNRIC's mission is to communicate the values, history and mandate of the United Nations and its actions in building a more peaceful, fair and sustainable world. UNRIC engages with partners, civil society, media, public institutions, the academic community, the private sector, think tanks and the creative community. UNRIC also provides support to United Nations agencies located in Brussels and works together with the European Union institutions. The Centre covers 22 countries and works in 13 languages.

The internship is for an initial period of four months with an opportunity for extension for a maximum of 6 months depending on the needs of the Department and availability of the intern. The internship is UNPAID and full time. Interns work five days a week (35 hours) under the supervision of a staff member in the Department or office.

Responsibilities

Under the guidance of the Head of the Benelux & EU Desk, the daily responsibilities will depend on the individual's background. Duties may include, but are not limited to:

Assist in daily monitoring of Benelux and EU media outlets to prepare headlines for UN headquarters.

Assist in the designing of visual materials to be used on social media to raise awareness of the UN work at global and local level.

Assist in preparing online campaign materials to increase the awareness on the UN work globally or in

Europe, Belgium, the Netherlands and Luxembourg.

Help adapt global visual campaign materials and messages to the country level.

Assist in updating the UNRIC web site and social media accounts, including translating, creating, drafting and editing content.

Assist in the production and editing of UNRIC video/film clips, produce quote cards, infographics, etc.

Performing other duties as assigned.

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 others 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

Please note that to qualify for an internship with the United Nations Internship Programme, applicants must meet one of the following requirements:

- a. Be enrolled in, or have completed, a graduate school programme (second university degree or equivalent, or higher); or
- b. Be enrolled in, or have completed, the final academic year of a first university degree programme (minimum bachelor's level or equivalent).

Applicants must also:

- 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 UN 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

No working experience is required to apply for the United Nations Internship Programme. Your training, education, advance course work or skills should benefit the United Nations during your internship.

Languages

English and French are working languages of the UN Secretariat. For this position, fluency in Dutch and knowledge of French and English are required. Knowledge of another UN official language is desirable.

Assessment

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

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:

- Computer skills at least in software applications such as Photoshop and illustrator, knowledge of InDesign, Premiers and others will be an asset.

Title of degree you are currently pursuing;
Graduation date (when will you be graduating from the programme);
IT skills and programmes that you are proficient in;
Top three areas of interest/department preferences;
Explain why you are the best candidate for that specific department(s);
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.

- 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.