



**UNITED NATIONS
UNIVERSITY**

UNU Office at the United Nations, New York

Junior Fellows Internship Programme

The United Nations University Office at the United Nations, New York (UNU-ONY) recruits Junior Fellows for two sessions each year, from August to January and February to July.

Application Deadlines:

August 1 to January 31: mid-end of May (check the website for exact date of specific session)

February 1 to July 31: mid-end of November (check the website for exact date of specific session)

For more information, please visit www.ony.unu.edu/internships

Please circulate this announcement to students, colleagues and friends who may be interested in participating in the internship programme.

About UNU-ONY

UNU is a global institution, headquartered in Tokyo, Japan. It is an agency of the United Nations, serves as a think tank and university of the UN, and aims to bridge the gap between policy makers and academia.

UNU-ONY showcases the work of UNU around the world, to the UN System, the Permanent Missions, academia, NGOs, foundations, etc.

Junior Fellows' Responsibilities

Responsibilities of the Junior Fellows range widely, encompassing many aspects of UNU-ONY's work. These responsibilities fit into the following aspects:

Events

Junior Fellows organize public seminars and invitation-only forums to showcase UNU's research and work from different UNU institutes and programmes around the world, and promote a dialogue around global issues relevant to the UN. Responsibilities of event organizers include liaising with speakers, preparing scripts for video interviews, planning the agenda, arranging media coverage, conducting background research and other responsibilities that are needed to make the event a success.

Multimedia and IT

Responsibilities include filming events and interviews, editing and organizing video and audio files of events and interviews, conducting live webcast of events, updating the website contents, and other technical support if required.

Fundraising and Development

Junior Fellow(s) selected assists with fundraising, development and other related work as required.

Additional Responsibilities

Junior Fellows are also responsible for general office work and administrative support, building database of experts, assisting in the recruitment process of Junior Fellows for the following session, as well as research assistance if needed.

Please note: the Junior Fellows position requires a full-time commitment. These are unpaid positions.

Qualifications required:

- * Strong communication and interpersonal skills
- * Advanced level of English required (spoken and written)
- * Ability to work in a team
- * Proficiency in Microsoft Office
- * Strong writing and analytical skills
- * Knowledge of at least two official UN languages desirable
- * Master's degree within relevant subjects preferred

How to apply:

Step 1: Complete the application form that can be found at <http://www.ony.unu.edu/internships/>

Step 2: Upload the following application materials online:

- Resume/CV
- Cover letter: in the letter, please indicate which areas you will be interested in 1) public event programmes; 2) multimedia and IT; and 3) fundraising and development.
- 1-3 page writing sample in English
- 1-3 page writing sample in another language, preferable in French, Spanish or other UN official languages
- Scanned version of the complete form (signed and stamped) from your nominating institution. This form is applicable to candidates seeking internship as part of their current studies. This form can be downloaded at www.ony.unu.edu/internships/

Step 3: Send two letters of recommendation to UNU-ONY by email at jpfony@unu.edu (subject line: "Reference Letter - Candidate's Last Name, First Name ")

In the context of the partnership between UNU-ONY and the UN Office of Human Resources Management (OHRM), UNU-ONY will be in the position to recommend, based on their performance during the six-month internship, some of its Junior Fellows to OHRM for UN professional posts. Indeed, given the similarity in requirements, the best participants in the UNU Junior Fellows Program would constitute potential good candidates for professional posts in the United Nations.

Information on applying for entry-level UN professional posts can be found at <http://www.un.org/Depts/OHRM/examin/exam.htm>