



**UNITED NATIONS  
UNIVERSITY**

UNU Office at the United Nations, New York

## **Junior Professional Fellows Programme**

The United Nations University Office at the United Nations, New York (UNU-ONY) recruits Junior Professional Fellows (JPFs) for two sessions each year, from August to January and February to July. The title "Junior Professional Fellow" reflects the high level of responsibility and opportunity given to those accepted into this program.

### **Applications Deadlines:**

February 1 to July 31 Session: November 15

August 1 to January 31 Session: May 15

For more information, please visit [www.ony.unu.edu/internships](http://www.ony.unu.edu/internships)

Please circulate this announcement to students, colleagues and friends who may be interested in participating in the programme or in disseminating this great opportunity for young professionals.

### **Description of UNU-ONY**

UNU is a global institution, headquartered in Tokyo, Japan. It is an agency of the United Nations which 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 done around the world, to the UN System, the permanent missions, academia, NGOs, foundations and the private sector. It also assists with the fundraising and institutional development of the UNU system.

### **Junior Professional Fellows' Responsibilities**

Junior Professional Fellows (JPFs) support all aspects of UNU-ONY's work. Their tasks may fall under any of the following categories.

#### **-Events**

JPFs organize public seminars and invitation-only forums to showcase UNU's work from different UNU Research and Training Centers around the world. These events serve to promote dialogue around global issues relevant to the UN. Responsibilities of event organizers include: liaising with speakers; preparing scripts for video interviews; securing media coverage; conducting background research; and other responsibilities that are needed to make the event a success.

### **-Marketing**

JPFs market the UNU system's global activities. Marketing responsibilities include: updating content on UNU-ONY's website; editing of video and audio files for website postings; and capitalizing upon partnerships with other organizations to market UNU's work.

### **-Policy Research**

JPFs' work allows them to connect with the political and diplomatic realms, and assist UNU in becoming a stakeholder and fully-fledged partner of the UN system through policy research. During their stay, JPFs may be called upon to contribute to research projects on a wide range of topics, such as Africa, Climate Change, and Global Justice.

### **-Latin American Aspect**

Given the geographic proximity with the New York Office, UNU-ONY develops partnerships and activities in Latin America. Since Spanish translations can also be an important element in this endeavor, good written and spoken knowledge of Spanish is preferable.

### **-Other Responsibilities**

The Junior Professional Fellows are also responsible for general office work and administrative support, building UNU-ONY's database of experts, assisting in the recruitment process of the Junior Professional Fellow team for the following session, and other tasks as required. Junior Professional Fellows may also be asked to support the partnership, fund-raising and development activities of the office and to edit or translate documents.

***\*Individuals with multimedia and programming experience are encouraged to apply and highlight their skills.***

***\*Individuals with Japanese language skills are also encouraged to apply.***

**Please note** that the UNU-ONY Junior Professional Fellows will be expected to work full-time during the period of their stay and the position is unpaid.

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### **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 research skills
- \* Knowledge of at least two official UN languages desirable (preferably French or Spanish)
- \* Master's degrees 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 (please state the 2 teams which are preferred)
- 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/](http://www.ony.unu.edu/internships/)

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

*Deadlines for handing in application materials are **November 15** for session from February to July, and **May 15** for session from August to January.*

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*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 Professional Fellows to OHRM for UN professional posts. Indeed, given the similarity in requirements, the best participants in the UNU Junior Professional 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>