



UNU-ONY Junior Professional Fellowship FAQs

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1. Applications

Q: How many Junior Professional Fellows are accepted per session?

A: Approximately 6.

Q: What are the deadlines for applying?

A: February 1 to July 31 Session: **November 15**

August 1 to January 31 Session: **May 15**

For more information on how to apply, visit: www.ony.unu.edu/internships/

Q: Can I still send my application once the deadline has passed?

A: No application will be accepted after the deadline.

Q: Is sending a CV sufficient to apply? What else do I need to do to apply?

A: Please complete the following steps 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

- 1-3 page writing sample in English
- 1-3 page writing sample in another language, preferably French, Spanish or another UN official language
- Scanned version of the complete form (signed and stamped) from your nominating institution. This form is applicable to candidates seeking to use the fellowship 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 via email: jpfony@unu.edu (subject line: "Reference Letter - Candidate's Last Name, First Name")

Q: How soon may I be informed of the outcome of my application?

A: It varies from case to case. In the majority of cases, selected applicants are notified approximately one month prior to the commencement of the Junior Professional Fellowship.

2. Eligibility

Q: Who is eligible to apply for the Junior Professional Fellowship?

A: A Bachelor's degree is required. Applicants who hold a Master's degree or equivalent are preferred.

Q: Does the Junior Professional Fellowship give credit for my studies?

A: Check with your university or educational institution. Visit <http://www.ony.unu.edu/internships/> to download the academic nomination form to be filled out by your university.

Q: What kind of qualifications are you looking for?

- A:
- 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
 - Self-starter and multi-tasker
 - Knowledge of at least two official UN languages desirable (preferably French or Spanish)
 - Master's degrees within relevant subjects preferred

Q: Do I get a certificate?

A: A certificate stating the period of the Junior Professional Fellowship from the United Nations University Office at the UN, New York will be granted based on performance.

3. **Nationality**

Q: I am a citizen of a non-UN member state. May I apply for a fellowship?

A: Yes, you may apply even if you are a citizen of a non-UN member state.

4. **Visa Requirements**

Q: What type of visa do I need for a UN internship?

A: Junior Professional Fellows must have a valid visa. The most common is the B-1 visa. Depending on your nationality and student status (for instance whether you are studying in your home country or abroad), this may vary. Please check with the United States of America Embassy or Consulate in your country of current residence. For additional information, please check the **US Immigration Support** homepage: <http://www.usimmigrationsupport.org/>

5. **Junior Professional Fellow Responsibilities**

Q: What are the responsibilities of Junior Professional Fellows?

A: 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.**

6. Possibility of deferring the Junior Professional Fellowship

Q: Can I do a one month or part-time Junior Professional Fellowship?

A: No. The minimum duration of the Junior Professional Fellowship is six months, full-time.

Q: Can I postpone my Junior Professional Fellowship until later?

A: No. A fellowship offer is for the specific session only. If the applicant declines this offer, s/he must reapply and the reapplication will be considered along with all the applications received for that session.

7. Housing

Q: Is there any financial or organizational support for housing?

A: There is no financial or organizational support for housing. The UNU does not subsidize rent for Junior Professional Fellows. However, UNU-ONY staff would be happy to provide advice related to securing housing.

Q: Is there any information available for accommodation possibilities?

A: It is the responsibility of the JPF to arrange his/her accommodation. Nevertheless, the UN Internship Office provides selected interns with an unofficial **list of potential accommodation**: <http://www.un.org/depts/OHRM/sds/internsh/htm/UN%20Housing%20list.pdf>

UNU-ONY does not have any special arrangements or agreements with any of the addresses mentioned in the document. UNU-ONY does not recommend or check any offers of accommodation.

8. Financial Aid

Q: How much does it generally cost to live in New York City during the Junior Professional Fellowship?

A: The cost is variable depending on how you live. It costs approximately \$1200-\$1800 per month to cover accommodation, meals and other living expenses.

Interns at the United Nations Headquarters, including Junior Professional Fellows (JPFs) at UNU-ONY, are unpaid. All costs of travel and accommodation, including living expenses, must be covered by the JPF or the sponsoring institution. The following information is intended to assist you in estimating the cost of your Junior Professional Fellowship (all figures indicated in US dollars):

- Travel expenses:
 - Round trip air/train/bus tickets to/from New York: variable
 - Passport/visa application fees: variable
 - Ground transportation from/to airport/train/bus terminal: \$45 + tip
 - Accommodation in New York City:
 - Hotel/motel: \$90 - 300 per night
 - YMCA/YWCA: \$70 - 150 per night
 - Dormitory/ residence house: \$200 - 400 per week / \$25 - 30 per night
 - Apartment: \$775 – 2000 per month
 - Living expenses:
 - Transportation:
 - Subway/bus: \$2.25 per trip or \$89 for an unlimited 30-day pass*, \$27 for a 7-day unlimited pass*, \$8.25 for a 1-day unlimited pass*
- *Note: As of April 2010, current fares can be checked at: <http://www.mta.info/>)
- Taxi: \$2.50 initial, \$0.40 per 1/5 mile.
 - Meals:
 - The United Nations has several cafeterias, including a main cafeteria in the Secretariat Building, open from 8:00 am to 6:00 pm Monday to Friday. Meals cost \$7.00 and up
 - Outside the Secretariat all kinds of food outlets are available within walking distance. (Fast food: \$8 and up; Restaurants: \$12 and up per meal)
 - Insurance expenses:
 - Medical insurance: \$300/6 months (plans vary)
 - Other expenses: (additional 10-20% of the budget)
 - Mobile phone costs: approximately \$40-70 per month

Internship Budgeting Form (per person)

Sub-Total		
Travel expenses:	Round trip tickets: Passport/visa fees: Ground transportation: Travel insurance:	_____
Insurance:	Medical insurance: Liability insurance:	_____
Accommodation:	First week in hotel/motel: Remaining period:	_____
Living expenses:	Transportation: Meals (\$ per day x number of the days you are staying):	_____
Other expenses: (add 10-20% of your budget)	Personal communication expenses: Formal attire: Luggage for traveling: Entertainment and weekend activities: Emergency expenses:	_____
Total:		

Q: Can I get any financial support from the UN?

A: The UN does not provide financial support to JPFs. All expenses connected with the fellowship will have to be borne by the JPFs or sponsoring institution. You may find additional information about external scholarships and funding at:

<http://www.un.org/depts/OHRM/sds/internsh/htm/funding.htm>.

It is strongly suggested that you contact various institutions, organizations and foundations as they may fund your internship.

Q: Can Junior Professional Fellows take on part-time jobs to cover living expenses in New York?

A: No. The visa status of JPFs does not allow them to undertake paid employment in the United States of America. The Junior Professional Fellowship requires a full-time commitment.

9. Employment

Q: What are my chances of employment at the United Nations after the Junior Professional Fellowship?

A: Candidates should not expect full-time employment having completed the UNU-ONY JPF programme. However, in the context of the partnership between UNU-ONY and the UN Office of Human Resources Management (OHRM), UNU-ONY is in a position to recommend Junior Professional Fellows should they apply for UN professional posts, based on their performance during the six-month fellowship.

Given the similarities in requirements, we believe that UNU Junior Professional Fellows are 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>.

Entry-level professional posts reserved for external recruitment are filled through national competitive examinations (NCRE) organized each year in a number of member states. For further information, please check the Examinations and Tests website: <http://www.un.org/Depts/OHRM/examin/exam.htm>.

10. Contact

Q: How do I reach the United Nations University Office at the UN in New York?

A: E-mail: jpfony@unu.edu or telephone: +1 (212) 963-6387.