



**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

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.

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 of and for 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 fund raising and institutional development of the UNU system.

Junior Professional Fellows' Responsibilities

Responsibilities of the JPFs range widely, encompassing all aspects of UNU-ONY's work. These responsibilities fit into the following categories:

Events

JPFs organize public seminars and invitation-only forums to showcase UNU's research and work from different UNU Research and Training Centers 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.

Marketing

JPFs market UNU Sytem's global activities. Marketing responsibilities include updating the contents on UNU-ONY's website, basic editing of video and audio files for website postings, and developing partnerships with other organizations to market UNU's news through syndication.

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

Partnership-Fundraising

UNU-ONY's central location in New York and close proximity to the Washington D.C. area allow for relationship building with potential partners and donors. Responsibilities include building partnerships with academic institutions, private organizations and civil society stakeholders to further strengthen UNU's visibility within the UN system and beyond.

Policy Research

JPFs work to connect the UNU with the political and diplomatic realms, and assist UNU in becoming a stakeholder and full-fledged partner of the UN system through policy research. Responsibilities include keeping UNU up-to-date on questions arising on the UN agenda and facilitating the UNU response to different developments in the global arena. JPFs are also responsible for contributing to research on a wide range of topics.

Latin America

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.

Additional Responsibilities

JPFs are also responsible for general office work and administrative support, building UNU-ONY's database of experts, as well as assisting in the recruitment process of Junior Professional Fellows for the following session.

Please note that the JPF position requires a full-time commitment due to the high level of responsibilities given to our interns. These are unpaid positions; however, on-the-job training and support is provided throughout the internship.

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 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 (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/

Step 3: Sent two letters of recommendation, preferably to be sent directly to UNU-ONY by email at jpfony@unu.edu (subject line: "Reference letter - candidate's first and last 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.*

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.html>