



**UNITED NATIONS  
UNIVERSITY**

## **Junior Professional Fellows Program**

### **UNU Office at the United Nations, New York**

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

#### **Applications Deadlines:**

February 1<sup>st</sup> to July 31<sup>st</sup> Session: November 30<sup>th</sup>;  
August 1<sup>st</sup> to January 31<sup>st</sup> Session: May 31<sup>st</sup>.

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 or in disseminating this great opportunity for young professionals.

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

As a UN agency, UNU is a think tank of and for the UN, and aims to bridge the gap between policy makers and academia. The UNU-ONY liaises with the UN System, the Permanent Missions, academia, NGOs, foundations and the private sector.

#### **Junior Professional Fellows' responsibilities:**

The responsibilities of the Junior Professional Fellows (JPFs) range widely, encompassing all aspects of UNU-ONY's work.

#### **Events**

JPFs will 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 to promote a dialogue around global issues relevant to the UN. Tasks for event organizers include liaising with speakers, planning the agenda, arranging media coverage, conducting background research and other responsibilities that are needed to make the event a success.

**Marketing**

JPFs will market the UNU and its activities as a whole as well as the UNU-ONY more specifically. Marketing responsibilities include continuous updating of 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 experience are encouraged to apply.

**Partnership-Fundraising**

The 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 will work to connect the UNU with the political and diplomatic realms, and assist UNU in becoming a stakeholder and fully-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**

The aim is to develop partnerships and activities in Latin America, given the geographic proximity with the New York Office. Since Spanish translations can also be an important element in this cooperation, good written and spoken knowledge of Spanish is preferable.

**Additional Responsibilities**

The Junior Professional Fellows will also be 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 UNU-ONY Junior Professional Fellows positions require full-time commitments due to the high level of responsibilities given to our interns. These are unpaid positions. 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 [www.ony.unu.edu/internships/](http://www.ony.unu.edu/internships/)

**Step 2:** Collect the following application materials

- \* Resume/CV
- \* Cover letter
- \* 1-3 page writing sample in English
- \* 1-3 page writing sample in another language, preferably in French, Spanish or other UN official languages
- \* Two letters of recommendation, preferably to be sent directly to UNU-ONY by e-mail at [unuony@unu.edu](mailto:unuony@unu.edu).  
[subject line: "Reference letter - candidate's first and last name"]
- \* 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:** Submit all application materials (except the reference letters, which are to be sent separately) in a single email to [unuony@unu.edu](mailto:unuony@unu.edu).  
[subject line: Application - Junior Professional Fellow]

**The deadlines** for handing in application materials are May 31<sup>st</sup> for session from August to January, and November 30<sup>th</sup> for session from February to July.

For more information on how to apply please visit <http://ony.unu.edu/internships/>

*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>.*