

**Intern in Conventional Arms Programme**  
**Application deadline: 15 February 2019**

The United Nations Institute for Disarmament Research—an autonomous institute within the United Nations—conducts research on disarmament and security. The Institute explores current issues pertaining to a variety of existing and future armaments, global diplomacy, and local tensions and conflicts. Working with researchers, diplomats, government officials, NGOs and other institutions since 1980, UNIDIR acts as a bridge between the research community and Member States.

UNIDIR's Conventional Arms Programme (CAP) works towards enhanced control over conventional weapons, such as small arms and light weapons (SALW), cluster munitions, improvised explosive devices, landmines and explosive remnants of war, thereby reduce human suffering. CAP focuses on generating ideas and practical initiatives to address security challenges related to the illicit flow, uncontrolled accumulation and misuse of various types of weapons and ammunition; all of which threaten public safety, pose risks to society and impede efforts to achieve sustainable development.

CAP is seeking an Intern to support the programme and its projects. Under the leadership of the Programme Lead, the Intern will assist with:

- background research;
- communicating with project partners in Francophone countries;
- assisting in the planning of programme activities (e.g. meetings, workshops, conferences, field missions);
- providing administrative support to projects; and
- performing other tasks, as required by programmatic staff.

The internship is full time and based in Geneva, Switzerland. Interns work five days per week (40 hours) under the supervision of the staff member to whom they are assigned.

The internship is for a duration of up to six months.

Costs and arrangements for travel, visas, accommodation and living expenses are the responsibility of the intern or their sponsoring institution.

The selected candidate must show proof of valid medical insurance coverage for the full period of the internship, and provide a medical certificate of good health prior to the internship's commencement. The United Nations accepts no responsibility for the medical insurance of the intern or costs arising from injury, illness or death that may occur during an internship.

Please note that due to the large number of applicants, only those candidates who are short-listed will be contacted.

**Competencies**

Core competencies are the skills, attributes and behaviours which are considered important for United Nations staff, regardless of their function or level, as well as interns. The Core Competencies for internships at UNIDIR include:

- **Communication:** Identifies the information needs of target audiences and tailors communication accordingly, drafts clearly and concisely, good written and oral language skills, demonstrates openness in sharing information and keeping people informed.
- **Teamwork:** Good interpersonal skills, ability to work collaboratively with colleagues from different national and cultural backgrounds to achieve organizational goals.

- **Planning & Organizing:** Uses time efficiently, foresees risks and allows for contingencies when planning, monitors and adjusts plans and actions as necessary to ensure tasks are completed.
- **Creativity:** Actively seeks to improve programmes or services, offers new and different options to solve problems, takes an interest in new ideas and ways of doing things, is not bound by current thinking or traditional approaches.
- **Client Orientation:** Considers all those to whom services are provided to be 'clients', and seeks to understand and reflect the clients' points of view in their work.

### **Education**

To qualify for an internship with the United Nations Internship Programme, applicants must meet one of the following requirements:

- a) be enrolled in a graduate school programme (second university degree or equivalent, or higher); or
- b) be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent); or
- c) have graduated with a university degree (as defined above) and, if selected, must commence the internship within a one year period of graduation.

Preference will be given to applicants with post-graduate degree qualifications relevant to the Institute's specific current needs, for instance in the fields of the social or behavioural sciences (such as politics, or peace, conflict, development or strategic studies), history or international law. However, other disciplines will be considered.

### **Work Experience**

Applicants:

- are not required to have professional work experience for participation in the programme, while demonstrated experience/interest in conventional arms and small arms and light weapons control will be considered an asset;
- shall be computer literate in standard software applications;
- have a demonstrated keen interest in the work of the United Nations and have a personal commitment to the ideals of the Charter; and
- have a demonstrated ability to successfully interact with individuals of different cultural backgrounds and beliefs, which includes willingness to understand and be tolerant of differing opinions and views.

### **Languages**

English and French are the working languages of the United Nations in Geneva. Fluency in both spoken and written French and English is required for this internship. Knowledge of additional official languages of the United Nations is an asset.

Further information about the UNIDIR Conventional Arms Programme Portfolio is available at: <http://www.unidir.org/programmes/conventional-arms>

Applications may be submitted to Mr Manuel Martinez Miralles, CAP Researcher ([manuel.martinezmiralles@un.org](mailto:manuel.martinezmiralles@un.org)) and Mr Himayu Shiotani, CAP Lead ([himayu.shiotani@un.org](mailto:himayu.shiotani@un.org))