

## **Intern in Strategic Communications**

**Application deadline: 22 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 Strategic Communications Office is seeking an intern to provide support with media, outreach, events, and design. Duties may include, but are not limited to:

- assist with media outreach and events
- assist in UNIDIR advocacy and outreach activities to internal and external audiences
- assist in creating graphic design related materials
- assist with the management and development of UNIDIR social media tools (Twitter, Facebook, LinkedIn, etc.)
- research, compile, draft, and edit information for use in the preparation and production of public information materials, including website content
- liaison with public information focal points, specifically related to generating multimedia public information material
- prepare outreach material, such as talking points, correspondence, and presentations

The internship is full-time and based in Geneva, Switzerland. Interns work five days per week (35 hours) under the supervision of the Strategic Communications Officer.

The internship is for a duration of up to six months. All qualified candidates are encouraged to apply; however, preference will be given to applicants who are ready to begin the internship immediately. Costs and arrangements for travel, visas, accommodation and living expenses are the responsibility of the intern or their sponsoring institution.

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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**

- **Communication:** Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify and exhibits interest in having two-way communication; Tailors language, tone, style and format to match the audience; Demonstrates openness in sharing information and keeping people informed.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; Places team

agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings

- **Client Orientation:** Considers all those to whom services are provided to be “clients ” and seeks to see things from clients’ point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Identifies clients’ needs and matches them to appropriate solutions; Monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; Keeps clients informed of progress or setbacks in projects; Meets timeline for delivery of products or services to client

## **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);
- 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 communications or journalism. However, other disciplines will be considered.

## **Work Experience**

Applicants:

- are not required to have professional work experience for participation in the programme, but interest and experience in communications is preferred
- have familiarity with or interest in photography, Adobe Creative Suite, or other graphic design programmes
- have experience with multimedia communication, video production, and editing
- have experience with and exposure to publications, project management, public relations, UN system, and international affairs

## **Languages**

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

## **To Apply**

Submit a cover letter and resume to Aaron Buckley, Strategic Communications Officer, at [buckleya@un.org](mailto:buckleya@un.org) by February 22. Your cover letter should include your:

- degree programme
- graduation date
- computer software/design skills
- relevant experience
- available start date
- unique qualifications for the internship