

Posting Title : RESEARCH ASSISTANT INTERN, I
Job Code Title : INTERN - ADMINISTRATION
Department/ Office : Regional Service Centre at Entebbe
Location : ENTEBBE
Posting Period : 20 October 2017-3 November 2017
Job Opening number : 17-ADM-RSCE-87473-J-ENTEBBE (T)
Staffing Exercise : N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Special Notice

Completed online application (Cover Note and Personal History Profile) is required. Applicants are encouraged to clearly indicate their preferences and highlight their specific skills and/or experience in their cover note. They are asked to do so carefully in order to enhance the value of the internship for both themselves and the receiving UN department. Incomplete applications will not be reviewed. The Cover Note must include:

- Title of degree you are currently pursuing
- Graduation date (when you will be graduating/graduated from the programme)
- IT skills and programmes that you are proficient in. Explain why you are the best candidate for this internship
- Explain your interest in the United Nations Internship Programme
- In your Personal History Profile, be sure to include all past work experiences, IT skills, and three references
- Due to the high volume of applications received, only shortlisted candidates will be contacted further.

Org .Setting And Reporting

The Office of the United Nations Ombudsman and Mediation Services (UNOMS) is the informal component of the system of the administration of justice in the United Nations. It is the primary recourse mechanism for resolving workplace concerns in the United Nations and acts as an alternative to the formal complaints mechanism. The Office has seven regional branches in Bangkok, Geneva, Entebbe, Goma, Nairobi, Santiago and Vienna, each headed by a Regional Ombudsman, and has a Mediation Service at Headquarters which serves staff of the United Nations such as UNICEF, UNDP, UNOPS, UNFPA, UN Women and UNHCR. Applicants are encouraged to highlight their specific skills and/or experience in their cover note. They are asked to do so carefully in order to enhance the value of the internship for both themselves and the receiving Office. This internship is for six (6) months with an opportunity for extension, pending on the needs of the Office. The internship is UNPAID and

full-time. Interns work five days per week (35 hours) under the supervision of a staff member in the Department or Office to which they are assigned. Interns are considered type I gratis personnel and are not staff members. As such, interns shall not represent the United Nations in any official capacity nor perform supervisory functions and cannot exercise certifying or approving authority. Missions should ensure that the intern does not undertake any official travel on behalf of the United Nations, including any official travel in the mission area outside the immediate duty station. However, permission may be granted for the intern to travel in a United Nations vehicle provided that the intern signs the liability waiver. There is no financial compensation for interns and costs for all travel, visa, accommodation, and living expenses are the sole responsibility of the intern. The United Nations does not accept responsibility for the medical insurance of the intern or costs arising from injury, illness, or death that may occur during an internship. The interns must show proof of a valid medical insurance to cover the full period of internship at the duty station. A medical certificate of good health must be provided prior to the start of the internship.

Responsibilities

The Office of the United Nations Ombudsman and Mediation Services (UNOMS) is looking for interns to support the Office staff in carrying out their respective areas of work. Daily responsibilities will depend on the individual's background and may include:

1. Support to Outreach and Advocacy Under the supervision of the Ombudsman the intern will assist with outreach activities such as preparing and editing texts, articles and presentations.
2. Support to preparing data and preparing reports Under the supervision of the Ombudsman, the intern will assist in the intake and follow-up of cases including the compilation of statistics and the preparation of regular monthly reports.
3. Conduct research Under the supervision of the Ombudsman, the intern will assist in conducting research and help develop training in areas of conflict resolution, negotiation and consensus building.

Competencies

Professionalism Demonstrated understanding of conflict resolution and the functioning of international organizations. Ability to keep matters confidential and exercise good discretion in using information. Conscientiousness in meeting commitments, observing deadlines and achieving results. Applicant is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges and remains calm in stressful situations. Applicant is/can become familiar with Office software, actively seeks to apply technology to appropriate tasks; understands applicability and limitations of technology to the work of the office. Good interpersonal skills, ability to work collaboratively with colleagues from different national and cultural backgrounds to achieve organizational goals; Applicant 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. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Communication Ability to draft

clearly and concisely, good written and oral language skills. Listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way 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 audience; demonstrates openness in sharing information and keeping people informed. **Planning and Organizing:** Ability to establish priorities, to coordinate one's own work plan and meet deadlines. Applicant adjusts priorities as required; allocates appropriate amount of time and resources for completing work. Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Education

To qualify for consideration for an internship by the United Nations Headquarters Internship Programme, the following conditions must be met: (1) Be enrolled in a graduate school programme (second university degree or equivalent, or higher); (2) Be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent); (3) Candidates who are selected, must commence the internship programme either prior to graduation or within one year of graduation from an academic programme as described in (1) and (2) above. Applicants who are unable to commence the internship within one year of graduation shall not be accepted.

Work Experience

We are looking for applicants with a background in law, international relations, administration, conflict resolution, public relations, training for adults, social sciences or related fields. Applicants are not required to have professional work experience for participation in the programme. However, work experience in relevant areas is an asset.

Languages

English and French are the working languages of the United Nations Secretariat. Fluency in spoken and written English is required for the Internship Programme. Knowledge of French is desirable. Knowledge of an additional official UN language is an asset.

Assessment

A written assessment may be conducted prior an oral interview.

United Nations Considerations

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.