

Posting Title:	INTERN – Public Information, I (Temporary Job Opening)
Department/Office:	Department of Public Information
Location:	Baku
Posting Period:	10 May 2018 – 24 May 2018
Job Opening Number:	UNO-2018-009
Contract:	Temporary
Duration:	Six months

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

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### **Special Notices**

A completed online application (Cover Note and Personal History Profile) is required.

Incomplete applications will not be reviewed.

The Cover Note must include:

- Degree Programme (What are you currently studying?)
- Graduation Date (When will you graduate or when did you graduate from the programme?)
- List the IT skills and programmes that you are proficient in.
- List your top three areas of interest.
- Explain why you are the best candidate for this specific internship.
- Explain your interest in the United Nations Internship Programme. In your online 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 successful candidates will be contacted.

### **Organizational Setting and Reporting**

The Department of Public Information/Strategic Communication division internship is for two months with an opportunity for extension, pending on the needs of the department. 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. This internship is located in the United Nations Office (UNO) in Azerbaijan / UNO Baku, within the Information Centres Service (ICS), Strategic Communications Division (SCD), Department of Public Information (DPI).

## Responsibilities

Daily responsibilities will depend on the individual's background; the intern's assigned office as well as the internship period. Duties may include, but are not limited to:

- Monitor the media for news stories of interest to the UNO Baku;
- Research, draft and/or update on-line content for the UN website and social media accounts in Azerbaijan, with guidance from subject matter experts and relevant substantive focal points;
- Assist on media outreach, e.g. distribution of press releases and other information materials to mass media and civil society organisations;
- Assist the UNO Baku in maintaining its social media channels;
- Assist in organising activities for the UN Day and other Observances;
- Provide general office support (e.g. processing correspondence, maintaining files, records, and/or databases, organising meetings, taking meeting minutes, etc.);
- Perform other related duties, as required.

## Competencies

Core 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 audience; demonstrates openness in sharing information and keeping people informed.

\* **PLANNING AND ORGANIZING:** 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.

\* **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.

## Education

To qualify for an internship with the United Nations Internship Programme, the following conditions must be met:

\* 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;

- \* 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 include willingness to try and understand and be tolerant of differing opinions and views.

### **Work Experience**

Applicants are not required to have professional experience for participation in the programme.

### **Languages**

English and French are the working languages of the United Nations Secretariat. Fluency in spoken and written English and Azerbaijani is required for the internship. Arabic, Chinese, English, French, Russian and Spanish are the official languages of the United Nations Secretariat. Knowledge of another official United Nations language is an advantage.

### **Assessment Method**

N/A

### **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.**

### **How to Apply**

Visit <http://sites.unicnetwork.org/careers/how-to-apply/> for detailed application instructions.