

Vacancy No: INT_001_2023 (various positions)
Post Title: Intern - Video & Graphic design
Organizational Unit: Knowledge Centre for Leadership and Management
Duty Station: Home-based
Duration: 6 months
Deadline for applications: 13 March 2023

At the United Nations System Staff College (UNSSC), the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. UNSSC is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

Organizational Context:

The Knowledge Centre for Leadership and Management (KCLM) is one of the Programme Teams in the UNSSC, seeking to offer UN system organizations and staff innovative and cost-effective solutions to support staff development and increase learning, management, leadership and communication competencies, and organizational capabilities. To this end, KCLM focuses on the application of technology and innovation to learning and knowledge management, fosters peer learning and offers UN personnel a broad portfolio of courses and on-demand services on core skills and management competencies.

Terms of reference:

The College is seeking an intern on video production and graphic design to assist in the development of knowledge-related products of the UNSSC KCLM. Duties will include - but are not restricted to:

- Supporting the development of KCLM-related knowledge products with video, illustrations and graphic design;
- Production and editing of videos;
- Working closely with KCLM colleagues to simplify otherwise complex concepts;
- Support the organization and delivery of webinars and work on post-production of recorded webinars;
- Performing other related tasks requested by supervisor, as appropriate.

Qualifications required

Education

To qualify for an internship with the Staff College, applicants must meet one of the following requirements:

- ✓ Are enrolled in a Master's or in a Ph.D. programme; or
- ✓ Are enrolled in the final year of a Bachelor's programme; or
- ✓ Are within one year after graduation from a Bachelor's, Master's or Ph.D. programme.

The University degree must be in the area of: Illustration, Graphic Design and/or Multimedia Arts, Visual Communications, or in a related field.

Experience

Previous work experience is not required, however, knowledge and competence in the following is required:

- Proficient in vector illustration, layout & photo-editing tools (for instance, Adobe Illustrator, In Design, Photoshop, Corel Painter, CorelDRAW, etc.);
- Proficient in sketching and character design storyboarding;
- Familiarity with character illustration and storyboard illustration.
- Proficiency in video editing tools (Premier Pro e After Effects)

Languages

Fluency (written and oral) in English. Fluency in another UN official language is an asset.

Skills & Competencies:

- Ability to convert complex and abstract ideas into simple visual concepts.
- Ability to create a drawing that expresses an idea or concept.
- Ability to work effectively as part of a team.
- High motivation to learn and grow professionally.
- Ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds.
- Ability to handle situations with diplomacy and tact.
- Ability to define and work to deadlines.

Submission of applications

The application (in English) should include the following:

- a duly completed, updated and signed CV or P11 form (<http://www.unssc.org/sites/unssc.org/files/p11un.doc>)
- a motivation letter elaborating in a concise style why you consider yourself qualified for this position; and
- For applicants who are currently enrolled in a degree programme, an endorsement from their University or Sponsoring Institution is required;
- A portfolio of previous work achievements related to your major field would be highly desirable, though not required. (e.g. video production samples, media coverage of projects, papers etc)

Please apply through the online application form available at <https://www.unssc.org/about/employment-opportunities>

IMPORTANT:

Interns positions are home-based

1. SELECTION AND COMMENCEMENT:

Candidates for the Internship Programme are selected on a competitive basis. Only those candidates who meet the requirements of the position will be short-listed and interviewed. The candidates will be informed of the result of the selection process as soon as it is finalized.

2. COMPLETION OF THE PROGRAMME:

At the end of the internship period, a written evaluation of the intern's performance will be prepared and a meeting will be organized with the intern to provide feedback. Upon completion of the Internship programme the candidate will be provided with a certificate of attendance.

3. FINANCIAL ASPECTS:

Interns who are not financially supported by other institutions shall receive a stipend from UNSSC intended to assist in covering basic subsistence costs. **The monthly amount of the stipend is fixed at 450€.** No other payment of any kind shall be made to an intern by UNSSC in connection with an internship agreement.

4. FURTHER CAREER OPPORTUNITIES:

The interns shall not be considered in any respect as being a staff member of UNSSC and shall not accrue benefits. In this regard, assignments under the Internship Programme do not carry expectation of conversion to any other type of contract or appointment in any activity of the UNSSC.

Interns may not apply for or be appointed to any position in the Professional or above categories during the period of their internship and for the six months immediately following the expiration date thereof.