

2023

Job Title: INTERN – PUBLIC ADMINISTRATION

Job Areas: Public Governance, Sustainable Development, Climate Action, Strategic Foresight, Smart City, Data Governance, Digital Government

Department/Office: UN Department of Economic and Social Affairs (UN DESA)/United Nations Project Office on Governance (UNPOG)

Duty Station: Incheon, Republic of Korea

Application Deadline: 3 April 2023 (KST)

Duration: 3 months (Extendable up to 6 months)

Start Date: End of April

Job Opening Special Notice: Remote Internships (COVID-19)

In the context of the COVID-19 pandemic, applicants may be requested to undertake the internship remotely in view of constraints regarding visa issuance, international travel and access to UN premises. Applicants must be willing and prepared to undertake the internship remotely for a part or the entirety of the internship.

In such cases, online supervision and oversight under internal course of action will be conducted on a day-to-day basis to ensure work effectiveness and inclusive administration.

Org. Setting and Reporting

The United Nations Project Office on Governance (UNPOG) of the United Nations Department of Economic and Social Affairs (UN DESA) internship is for three (3) months , depending on the needs of the office.

UNPOG is under the supervision of the Division for Public Institutions and Digital Government (DPIDG) of the United Nations Department of Economic and Social Affairs (UN DESA).

The internship is **UNPAID** and full-time in principle.

Responsibilities

Daily responsibilities will depend on the individuals' background, the needs of the office as well as the internship period.

Duties may include, but are not limited to:

- Providing research support in thematic issues as related to good governance for sustainable development including building transparent, accountable, participatory and inclusive institutions and institutional arrangements;
- Providing support during conferences, capacity development workshops and virtual events including general administrative matters and coordinating tasks;
- Assisting in maintaining the UNPOG website and information management; and
- Performing other duties as requested.

Competencies

The United Nations core competencies include:

- **Communication:** Ability to draft clearly and concisely, good written and oral language skills.
- **Teamwork:** Good interpersonal skills, ability to work collaboratively with colleagues from different national and cultural backgrounds to achieve organisational goals.
- **Client Orientation:** Considers all those to whom services are provided to be 'clients' and seeks to see things from clients' point of view.

The intern is expected to

- Have a demonstrated keen interest in the work of the United Nations and a personal commitment to the ideals of the United Nations Charter; and
- Have a demonstrated ability to successfully interact with individuals of different cultural backgrounds and beliefs.

Education

Applicants to the United Nations internship programme must meet one of the following requirements:

- Be enrolled in, or have completed, the final academic year of a first university degree programme (minimum bachelor's level or equivalent); or
- Be enrolled in, or have completed, a graduate school programme (second university degree or equivalent, or higher).

Background/Skills

- Area of study must be in public administration, international policy, political science, development economics, or quantitative sciences (Engineering, Informatics, Mathematics, or Physics), communications, design, or related fields.
- Be computer literate in standard software applications.
- Applicants with design skills including the ability to make videos and powerpoint presentations is desirable. Experience with Adobe Photoshop, Canva and other design software is desirable.

Work Experience

Applicants are not required to have professional work 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 is required for the Internship Programme. Knowledge of another UN official language is an asset.

Assessment Method

Potential candidates will be contacted by hiring manager directly for further consideration.

Special Notice

A completed application (**Personal History Profile (P11) and Cover Letter**) is required. **Incomplete applications will NOT be reviewed.**

The application form must include:

- Title of graduate/undergraduate degree programme
- Graduation date (When will you be graduating from the programme? In case you have already graduated, when did you graduate?)
- List the IT skills and computer programmes that you are proficient in.
- List your top three (3) areas of interest.
- Explain why you are the best candidate for the specific internship.
- Explain your interest in the United Nations Internship Programme.

In your Personal History Profile (P11), please be sure to indicate all past work experiences, IT skills, and three (3) references.

Due to the high volume of applications received, **ONLY** successful candidates will be contacted.

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.

Interns are considered non-critical personnel and shall not be sought as a substitute for performing staff functions. Engagement of new interns shall be made in accordance with the national travel advisories set by the Host Country and taking into consideration WHO guidelines.

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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.

For interested applicants, please submit your [Personal History Profile \(P11\)](#) and [Cover Letter](#) to choi9@un.org by the given deadline.