Title/Functional area  : **Intern**

**Junior Professional Officers (JPO) Programme /DHR**

Contract Type : Paid Internship (Full-time)

Stipend and airfare **:** Fully covered by CSC

Duration  : 6 to 12 months (Starting asap)

Duty Station : New York

**Background:**

The New Talent Unit is part of the Division of Human Resources (DHR) and is responsible for the management of UNICEF’s Junior Professional Officer’s programme. UNICEF currently hosts JPOs from 20 donor countries and is striving to expand its donor base. To further improve the promotion of the Programme, as well as the quality of the services we are providing to our JPOs, we need to develop promotional materials, refresh the existing SharePoint sites and create new, organize events for the JPOs and the donor community among others.

**Responsibilities:**

Under the supervision of the HR Officer/Specialist and in close collaboration with the Outreach team, the intern will perform the following duties:

**Maintenance of the existing and design/maintenance of new sites on Share Point**

* Updates content on the website and performing other maintenance tasks
* Develops content for various SharePoint sites:
  + Conducts research and developing concept for the static content
  + Conceptualizes and develops the dynamic content
  + Assisting with compiling materials for the project task force

**Promotion of the JPO Programme:**

* Develops promotional materials and booklets (content + design) for different audience (JPOs, hiring offices and donors)
* Assists the team with sending out all necessary emails and communications to participants for various events
* Provides support with logistics before and during the event
* Gathers inspirational written stories/videos from current and former JPOs/JPO supervisors/donors

**Survey Development & Data Analysis**

* Assists with the development and roll-out of various Surveys
* Analyzes the survey results
* Supports the team in preparation of the briefing packages for donors

**Learning:**

The intern will have the opportunity to experience first-hand the day-to-day working environment of UNICEF and work directly with inspiring career professionals. Since the work of the JPO team is a bland of donor relations and human resources, the intern will have the opportunity to learn about both aspects of the JPO programme, will develop invaluable skills like time management, communication, working with others, problem-solving, and, most importantly, the willingness to learn.

**Qualifications:**

a) Education

* A first-level university degree in communication, digital marketing, business or public administration, social sciences, education.
* Fluency in English. Knowledge of another UN working language is an advantage.

b) Skills

* HR Recruitment / Database management / Research & Analysis
* Knowledge of relevant computer systems and applications; excellent knowledge of MS Office
* Knowledge of Social Media (LinkedIn, Twitter, Facebook) an asset
* Experience in SharePoint or other web design platforms an asset
* Creativity - thinking out of the box
* Communication - Effectively presents thoughts and ideas including complex technical concepts, in a clear, concise, and readily understood manner, both verbally and in writing
* Ability to work well in a team environment
* Flexibility - Works effectively on multiple assignments simultaneously and adapts to changing demands and circumstances
* Ability to work independently, seeking guidance as appropriate

**For every Child, you demonstrate...**

UNICEF's values of Care, Respect, Integrity, Trust, and Accountability (CRITA).

To view our competency framework, please visit [here](chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https:/www.unicef.org/careers/media/1041/file/UNICEF%27s_Competency_Framework.pdf).

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UNICEF is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization. UNICEF offers reasonable accommodation for personnel with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the recruitment process and afterwards in your assignment.

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will be expected to adhere to these standards and principles and will therefore undergo rigorous reference and background checks. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.

Remarks:

Only shortlisted candidates will be contacted and advance to the next stage of the selection process.

The selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to selected candidates who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their contracts.