



**UNITED NATIONS
UNIVERSITY**

Office at the United Nations, New York
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<http://www.ony.unu.edu>

12 May 2005

United Nations University Office to the United Nations New York is currently recruiting interns for the period of August 2005 to January 2006.

Internship Programme Guidelines

Description:

The United Nations University (UNU) is an international community of scholars engaged in research, postgraduate training and knowledge dissemination to promote the United Nations' aims of peace and progress. The UNU serves as a bridge between the UN and the academic community, and as a think-tank for the UN system. The mission of UNU is to contribute, through research and capacity building, particularly in developing countries, to efforts to resolve the pressing global problems that are the concern of the United Nations, its Peoples and Member States.

UNU conducts these activities through a multidisciplinary network of its own research and training centers and programmes (RTC/Ps), and of individual scientists and institutions the world over. UNU's efforts are divided into two thematic areas: Peace and Governance and Environment and Sustainable Development.

Within these areas the University undertakes research and training on a broad range of issues.

The UNU Office at the United Nations, New York liaises with the UN Secretariat, the Permanent Missions, American academia and foundations in five areas of activities:

Dissemination/communication: Showcasing the work of UNU, particularly through public events organized in the UN Secretariat.

Political and diplomatic linking: Helping to make UNU a stakeholder and full-fledged partner of the UN system, i.e., its agendas, processes and results.

Academic interplay between UNU, the UN system, diplomatic missions to the UN and US

academia: Helping to secure the intellectual and institutional voice of UNU in the UN system, with the diplomatic missions to the UN and academia in North America.

Fundraising: Given its geographic proximity to numerous foundations in the New York-Washington D.C. areas, UNU-NY plays a role in fundraising. This role can be played at three levels: project level, programme (RTC/Ps) level, and the overall UNU system level.

Administrative: UNU-NY plays an important role in administrative support and coordination (travel, personnel, procurement, finance) between UNU System and the UN

Qualifications required:

- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Access)
- Knowledge of at least two official UN languages desirable
- Good writing skills,
- Good research skills
- Ability to work with and in a team

Internships stretch from **August to January** and from **February to July**.

The internships are unpaid.

Application procedure:

Please email the following:

1. cover letter
2. resume/CV
3. 1 - 3 page writing sample in English and another language of your choice (French preferable)
4. Fill out the internship application form inserted below. (Also available on <http://fs.ony.unu.edu/internapplication.doc>)

To the UNU Office at unuona@ony.unu.edu (subject line: Internship).



**UNITED NATIONS
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**Internship Programme for the United Nations University Office at the United Nations New York
(UNU-NY)
Application Form**

PART I - TO BE COMPLETED BY THE STUDENT

1. Family Name:		Given Name:				
2. Sex: F (<input type="checkbox"/>) M (<input type="checkbox"/>)						
3. Date of Birth: day/month/year	4. Place of Birth:	5. Nationality:				
6. Permanent Address:		7. Present Address:				
Telephone No.:		Telephone No.:				
Fax No.:		Fax No.:				
E-mail:		E-mail:				
8. Please list a name of the person to be notified, in case of emergency.						
Name:						
Address:						
Telephone:						
9. Insurance:						
I hereby confirm that I hold a health/accident insurance policy as follows:						
Policy Number:						
10. Knowledge of Languages:						
Language	Read		Write		Speak	
	Easily	Not easily	Easily	Not easily	Easily	Not easily
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Higher Education						
Institution Name, place & country	Attendance from/to Mo./Year Mo./Year		Degree (Date awarded/expected)	Major subject of study		

12. Employment: Please provide your employment history.

13. Career Plans:

14. Other Relevant Information

a) University scholarships or academic distinction:

b) Publications (if any):

c) Have you ever applied for regular employment with the United Nations?

Yes No

If yes, please give dates:

d) Have you ever been convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

Yes No

If yes, please give full details in an attached statement.

15. Internship Period:

Please indicate your availability for the internship:

From: _____ To: _____

16. References:

Please list persons not related to you who are familiar with your qualifications and character, and who have agreed to forward a letter of reference directly to UNU.

Full name & Title

Address

_____	_____	_____
_____	_____	_____

17. I CERTIFY that the foregoing statements and answers are true, complete and correct to the best of my knowledge and belief.

Signature: _____

Date: _____

This duly completed application and any accompanying documents must be forwarded to the UNU-NY Office (United Nations University, 2 UN Plaza, DC2-2060, NY, NY 10017 , fax: 212-371-9454, email unuona@ony.unu.edu)

PART II - TO BE COMPLETED BY THE NOMINATING INSTITUTION
(Where applicable)

Name of Institution/Organization: _____

Nominates
to participate in the United Nations University Office at the United Nations New York (UNU-NY)

Duration and timing of internship: _____

Purpose of candidate's proposed participation in the United Nations University Internship Programme:

Name and Address of Nominating
Institution/Organization
(Must be stamped with the official seal)

Name of Certifying Official:

Signature: _____

Date: _____