



**UNITED NATIONS
UNIVERSITY**

UNU Office at the UN, New York

Current Junior Professional Fellows
(February / July 2010)



From Left to Right:

Noemi Perez Vasquez

(Venezuela), Tchegoun Adebo Koba (Benin), Liat Krawczyk (Israel), Alberto García-Mogollón (Mexico), Rachael Goodyer (United Kingdom).

Not in the Photo: Rika Nakamura (Japan)

Former JPF's experience at UNU...

"The work allows you to peek into a large range of institutions and issue areas of the United Nations. Not only do you learn a lot about different working areas, but you can also access it from several angles, interacting with international civil servants, academics, and diplomats."

Jibecke Jonsson, Former Junior Professional Fellow, Current - PhD Student at European University Institute, Florence, Italy

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UNU ONY Internship Vacancy: Aug 2010 - Jan 2011

*Please note that the deadline has been extended for the coming session.

APPLY NOW FOR THE 2010

Junior Professional Fellows Programme

Deadlines for applications: May 31st 2010 ony.unu.edu

Dear colleague,

The United Nations University Office at the United Nations in New York (UNU-ONY) is recruiting Junior Professional Fellows (JPFs) for the next session, from 1 August 2010 to 31 January 2011.

Participants in UNU's internship programme are called Junior Professional Fellows as this title reflects their combination of academic excellence and professional aptitude.

In the following paragraph you will find information and guidelines on the UNU's JPF programme, or feel free to visit our website, <http://www.ony.unu.edu/internships/>

Please circulate this announcement to students, colleagues and friends who may be interested in participating in the programme or in disseminating this great opportunity to young professionals.

The deadline for receiving applications is **May 31, 2010**. Please do not hesitate to consult our website or contact us directly if you have any questions or comments.

With kind regards,

UNU-ONY Team

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UNU-ONY Internship Opportunities

Description of UNU-ONY

UNU is a global institution, headquartered in Tokyo, Japan. It is an agency of the United Nations which serves as a think tank and university of the UN, and aims to bridge the gap between policy makers and academia.

UNU-ONY showcases the work of UNU done around the world, to the UN System, the permanent missions, academia, NGOs, foundations and the private sector. It also assists with the fundraising and institutional development of the UNU system.

Junior Professional Fellows' Responsibilities

Junior Professional Fellows (JPFs) support all aspects of UNU-ONY's work. Their tasks may fall under any of the following categories.

-Events

JPFs organize public seminars and invitation-only forums to showcase UNU's work from different UNU Research and Training Centers around the world. These events serve to promote dialogue around global issues relevant to the UN. Responsibilities of event organizers include: liaising with speakers; preparing scripts for video interviews; securing media coverage; conducting background research; and other responsibilities that are needed to make the event a success.

-Marketing

JPFs market the UNU system's global activities. Marketing responsibilities include: updating content on UNU-ONY's website; editing of video and audio files for website postings; and capitalizing upon partnerships with other organizations to market UNU's work.

-Policy Research

JPFs' work allows them to connect with the political and diplomatic realms, and assist UNU in becoming a stakeholder and fully-fledged partner of the UN system through policy research. During their stay, JPFs may be called upon to contribute to research projects on a wide range of topics, such as Africa, Climate Change, and Global Justice.

-Latin American Aspect

Given the geographic proximity with the New York Office, UNU-ONY develops partnerships and activities in Latin America. Since Spanish translations can also be an important element in this endeavor, good written and spoken knowledge of Spanish is preferable.

-Other Responsibilities

The Junior Professional Fellows are also responsible for general office work and administrative support, building UNU-ONY's database of experts, assisting in the recruitment process of the Junior Professional Fellow team for the following session, and other tasks as required. Junior Professional Fellows may also be asked to support the partnership, fund-raising and development activities of the office and to edit or translate documents.

*** Individuals with multimedia and programming experience are encouraged to apply and highlight their skills.**

*** Individuals with Japanese language skills are also encouraged to apply.**

Please note that the UNU-ONY Junior Professional Fellows will be expected to work full-time during the period of their stay and the position is unpaid.

Qualifications required:

- * Strong communication and interpersonal skills
- * Advanced level of English required (spoken and written)
- * Ability to work in a team
- * Proficiency in Microsoft Office
- * Strong writing and research skills
- * Knowledge of at least two official UN languages desirable (preferably French or Spanish)
- * Master's degrees within relevant subjects preferred

How to apply:

Step 1: Complete the application form that can be found at <http://www.ony.unu.edu/internships/>

Step 2: Upload the following application materials online:

- Resume/CV
- Cover letter (please state the 2 teams which are preferred)
- 1-3 page writing sample in English
- 1-3 page writing sample in another language, preferably in French, Spanish or other UN official languages
- Scanned version of the complete form (signed and stamped) from your nominating institution. This form is applicable to candidates seeking internship as part of their current studies. This form can be downloaded at www.ony.unu.edu/internships/

Step 3: Send two letters of recommendation, preferably to be sent directly to UNU-ONY by email at jpfony@unu.edu (subject line: "Reference Letter - Candidate's Last Name, First Name ")

About UNU:

As part of its mandate to serve the United Nations University, UNU-ONY has a multifaceted mandate with an overarching mission to showcase and make UNU's Research and Training Centres and Programmes (RTC/Ps) available to the UN Secretariat, UN Permanent Missions, NGOs, academics and civil society.

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To stay informed of UNU-ONY events or to subscribe please visit:

<http://www.ony.unu.edu>