



# Internship Programme

## Department of Economic and Social Affairs Division for Sustainable Development United Nations Office to support the International Decade for Action 'Water for Life' 2005-2015

### Eligibility Criteria

To qualify for the Internship Programme in the UN/DESA Project: **United Nations Office to Support the International Decade for Action 'Water for Life' 2005-2015**, the following conditions must be met:

1. Applicants must be enrolled in a degree programme in a graduate school (second university degree or higher) at the time of application and during the internship; or
2. Applicants pursuing their studies in countries where higher education is not divided into undergraduate and graduate stages must have completed at least four years of full-time studies at a university or equivalent institution towards the completion of a degree.

### Terms of the Internship Programme

The Internship Programme of the United Nations Office to Support the International Decade for Action 'Water for Life' 2005-2015 has a duration of two months that could be extended for another two months. The total duration may be exceptionally extended for a maximum of six months.

The internship programme is normally on a full-time basis. The interns are expected to work five days a week under the supervision of a staff member. Applicants should not be more than 30 years old.

Interns are not financially remunerated by the United Nations. Costs and arrangements for travel, visas, accommodation, and living expenses are the responsibilities of interns or their sponsoring institution. The United Nations accepts no responsibility for the medical insurance of the intern or costs arising from accidents and illness incurred during an internship. Applicants must prove valid medical insurance coverage and provide a medical certificate of good health and prove your enrollment in graduate studies.

At the end of the internship period, a certificate will be issued.



## Sessions of the Internship Programme

The United Nations Office to Support the International Decade for Action 'Water for Life' 2005-2015 Internship Programme is offered on a two-month basis three times a year:

1. July to August 2011(Summer Session): deadline for application **20 June 2011**.
2. September to November 2011(Fall Session): deadline for application **15 July 2011**.
3. Mid-January to mid March 2012 (Spring Session): deadline for application **15 November 2011**.

No application is accepted after the deadline of each session.

Please use the following table to check your eligibility for the Internship Programme before you send us an application:

Eligibility Self Check Table:	Yes	No
1. You are currently enrolled in a Master or PhD (or similar programme) and will be during the entire internship, or You are pursuing studies in a country where higher education is not divided into undergraduate and graduate stages, and you are currently enrolled in your fifth year (or higher) at a university or equivalent institution towards the completion of a degree.	—	—
2. You are able to obtain the necessary visa and to arrange your travel to Zaragoza, Spain.	—	—
3. You are able to cover the costs of travel, accommodation, as well as living expenses of the internship (approx. US\$ 4.000).	—	—
4. If selected, you will be able to prove valid medical insurance coverage for your stay in the above country, provide a medical certificate stating that you are in good health and prove your enrollment in graduate studies.	—	—
5. You are able to communicate fluently in English.	—	—

Note: To be eligible, you must answer "Yes" to all 5 questions. If you answer "No" to one or more of the above question(s), you should consider postponing your application until the above requirements are met.



## Admission of candidates

A complete application (Cover Note and P11 form) can be e-mailed to:  
[garcessolano@un.org](mailto:garcessolano@un.org)

indicating the session you are applying for.

Or to the following address:

Internship Programme

United Nations Office to support the

International Decade for Action 'Water for Life' 2005-2015

Casa Solans. Avda. Cataluña N° 60

50014 Zaragoza, Spain

Tel: + (34) 976 478 346/347

Fax + (34) 976 478 349

Indicating: **Internship Programme in Water, Information and Communications in Saragossa, Spain**

## Additional Information

The United Nations Internship Programme is not linked to any recruitment process and all expectation on this sense should be abandoned. Selected interns will not be considered as UN Staff and will not be entitled to any of privileges and immunities of those. Interns are not eligible for appointment to any position in the UN System for a period of six months following the end of the internship.

### Organizational Setting and Reporting

The Department of Economic and Social Affairs/Division for Sustainable Development/Office to Support the International Decade for Action Water for Life 2005-2015 internship is for two months with an opportunity for extension, depending on the needs of the department.

The internship is UNPAID and full-time.

Interns work five days per week (35 hours) under the supervision of a staff member in the department or office to which they are assigned.

### Responsibilities

Daily responsibilities will depend on the individual's background; the intern's assigned office as well as the internship period. Duties may include, but are not limited to:



**Phase 1:** familiarize with the UN sources of information and learn to prepare basic information materials preparing a selection/description of resources for the media (Media toolkit) on an assigned theme. It includes: a UN facts and figures document; a glossary; a series of media briefs, a directory of UN experts; a selection of UN publications for the preparation of a reader; a milestones document, which includes a selection of UN resolutions on the assigned theme.

**Phase 2:** conceptualize, prepare and implement a personal project of interest of the intern with practical outcomes related to activities of the office. This will imply: selecting a task, documentation, conceptualize outputs, analyze the audience, making presentations and contacting relevant UN organizations and partners.

**Learning Elements:** Upon completion of the assignment, the intern will be able to:

- Become more familiar with terminology, tools and practices used at the UN.
- Fully understand the primary goal of the 'Water for Life' Decade to promote efforts to fulfill by 2015 international commitments made on water and water-related issues.
- Enhance his/her experience in the field by developing specific products.

Familiarize with water-related reports and terminology.

## 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 organizational 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

To qualify for Internship Programme, the following conditions must be met:

- Applicants must be enrolled a graduate school programme (second university degree or higher); or



- If pursuing their studies in countries where higher education is not divided into undergraduate and graduate stages, have completed at least four years of full-time studies at a university or equivalent institution towards the completion of a degree.
- Be computer literate in standard software applications.

### 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 an additional official UN language is an asset. Arabic, Chinese, English, French, Russian and Spanish are the official languages of the United Nations Secretariat.

### Special Notice

A completed application (Cover Note and P11 form) is required. Incomplete applications will not be reviewed.

The Cover Note must include:

- Graduate Degree Programme (What are you currently studying?)
- Graduation Date (When will you be graduating from the programme?)
- List the IT skills and programmes that you are proficient in
- List your top three areas of interest
- Explain why you are the best candidate for this specific internship
- Explain your interest in the United Nations Internship Programme.

In your P11 form, be sure to include all past work experiences, IT skills and three references.

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

### No Fee

The United Nations does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees). The United Nations does not concern itself with information on bank accounts.