

APPLY FOR AN INTERNSHIP AT THE UNITED NATIONS

Are you eligible to be a United Nations Intern?

- Are you entering the final year of a Bachelor's programme or in a Master's/Ph.D. programme or within one year after graduation?
- Do you have excellent communications skills in English or French?
- Are you neither a child nor a sibling of a United Nations Secretariat staff member?

If your answer to all of the above questions is yes:

Go to https://careers.un.org/ and click **Apply Now** (see the red circle in the screenshot below).

Nelcome to the United Nations	Enter keyword(s) or location	Search Jobs	English Français
United Nations Careers			
Home The UN Workforce Pay and Benefits Career Journeys	Career Options How to Apply Apply Now		

- You may choose options from Job Network, Job Family, Department/Office and Duty Station menus, if you have specific preferences.
- Choose Internship from the Category drop-down menu.
- Click **Search Jobs**. You will see a display of internship openings like the sample below:

United Nations	Careers			
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Home The UN Workforce Pay and Benefit	s Career Journeys Career Options How to Apply Apply Now			
Job Network Q V	<			
		Job Openings		
Economic, Social and Development		(101 Jobs found)		
Information and Telecommunication			Search Criteria: Published Descending * Records per Page: 10 *	
Technology	Intern - Environment Affairs		Job ID : 225213	
Internal Security and Safety				
C Legal	Job Network : Economic, Social and Development Job Family : Environmental Affairs			
Logistics, Transportation and Supply	Category and Level : Internship, I-1 Duty Station : GENEVA			
Job Family Q Y	Department/Office : United Nations Environment Programme Date Posted : Jan 9, 2024			i
	Deadline : Jan 30, 2024			i

- Choose from the list of Internships. You may apply to more than one.
- Click on **View Job Description**. Read it through carefully.
- When you click **Apply Now**, you will be redirected to a website called **Inspira**.



You will need to create an account in Inspira. Follow these steps:

- Click on **Create account here**, located below "Login", and create your account. Click **Register**.
- · Click Return to Sign in Page and log into Inspira.
- Go to **Job Search** and type in the **Job Opening ID** number in the first blank space.
- In the second blank space (Job openings), select the first option: Consultant/Individual Contractor/ Internship job openings.
- Click **Search** and fill out all the sections.
- As "Inspira" logs out automatically after 2 minutes of inactivity, make sure to click **Save** frequently.

This account becomes your profile/resume, and you can use it every time you apply to any internships and/or jobs at the United Nations. Keep your Inspira profile updated.

Keep in mind:

- **Duration**: The internship programme lasts for at least two months and can be as long as six months.
- **Cost**: United Nations interns are not paid. All costs related to travel, insurance, accommodation, and living expenses must be covered by either you or your sponsoring institution.
- Visa: You will be responsible for obtaining and financing the visa, if needed.
- **Travel**: You will be responsible for arranging your travel to the location of your UN internship.
- **Medical Insurance**: You will be responsible for costs arising from accidents and/or illness incurred during the internship and must show proof of a valid major global medical insurance coverage.

GOOD LUCK!

Fraud alert: The United Nations does not charge a fee at any stage of the recruitment process.

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