

Posting Title : INTERN - UN-HABITAT Public Information and
Communication, I
Job Code Title : INTERN - PROGRAMME MANAGEMENT
Department/ Office : United Nations Human Settlements Programme
Location : TEHERAN
Posting Period : 19 October 2016-14 November 2016
Job Opening number : 16-Programme Management-UNHABITAT-68397-R-
TEHERAN (O)
Staffing Exercise : N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Special Notice

Your application for this internship must include: 1. A Completed application (Personal History Profile) through the UN careers Portal. Incomplete applications will not be reviewed. In your Personal History Profile (PHP), be sure to include all past work experiences, IT Skills, and three references. 2. Proof of enrollment (click on link to access and attach to your application: <http://unon.org/content/internship-programme>), - List the IT skills and programmes that you are proficient in using, and Explain why you are the best candidate for the internship and what you hope to gain from the internship. 3. A certified copy of degree certificate (if you have already graduated). Due to a high volume of applications received, ONLY successful candidates will be contacted.

Org .Setting And Reporting

The United Nations Human Settlements Programme, UN-Habitat, is the agency for human settlements. It is mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all. The UN-HABITAT Public Information and Communication internship is for 6 months. The Internship is UNPAID and full-time. Interns work five days per week (35-40 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. Under the Overall supervision of the Chief of Tehran Office, the interns:

- provide support to the UN-Habitat office in organizing public information and press events
- take photos and make videos during UN-Habitat events
- assisting UN-Habitat staff with website and social media maintenance
- assisting in managing the website

Any

other related task assigned by the Chief of Tehran Office

Specific Tasks:

1. **Writing skill:** • translate UN-Habitat news from English into Persian and vice versa • writing stories, reports, web pages and news both in English and Persian • transcribe and translate UN-Habitat films
2. **Media monitoring/press clippings and social media:** • review local media and contribute to preparation of press clippings • monitor media coverage of the UN-Habitat activities in Iran • contribute to the updates of the UN-Habitat Iran social media platforms
3. **Research:** • contribute to the content for updating the bilingual www.unhabitat.org.ir website • research and compile new materials
4. **Design and photography:** • Assist with design of UN-Habitat Tehran Office publications, promotional materials (Posters, Brochures, ...) • Draft Press Releases • knowledge of editing and design software (Photoshop, illustrator, in-design, etc) • knowledge of some open source subtitling software • knowledge of info graphics and other multimedia software • ability to manage and edit website • preferably knowledge of web design

Competencies

Core Competencies:

Communication: -Speaks and writes clearly and effectively -Listens to others, correctly interprets messages from others and responds appropriately -Asks questions to clarify, and exhibits interest in having two-way communication -Tailors language, tone, style and format to match the audience -Demonstrates openness in sharing information and keeping people informed

Teamwork: -Works collaboratively with colleagues to achieve organizational goals -Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others -Places team agenda before personal agenda -Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position -Shares credit for team accomplishments and accepts joint responsibility for team shortcomings

Client Orientation: -Considers all those to whom services are provided to be "clients " and seeks to see things from clients' point of view -Establishes and maintains productive partnerships with clients by gaining their trust and respect -Identifies clients' needs and matches them to appropriate solutions -Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems -Keeps clients informed of progress or setbacks in projects -Meets timeline for delivery of products or services to client

Education

Applicants must at the time of application meet one of the following requirements:

- a. Be enrolled in a graduate school programme (second university degree or equivalent, or higher);
- b. Be enrolled in the final academic year of a first university degree program (minimum Bachelor's level or equivalent);
- c. Have graduated with a university degree and, if selected, must commence the internship within a one-year period of graduation.

Be computer literate in standard software applications. Have demonstrated keen interest in the work of the United Nations and have a personal commitment to the ideals of the Charter; Have a demonstrated ability to successfully interact with individuals of different cultural backgrounds and beliefs, which include willingness to try and understand and be tolerant of differing opinions and views.

Preferred area of study: Studies in Communication, Journalism, Social Science, graphic design or computer science.

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. For this internship, fluency in oral and written English and Persian is required. Knowledge of another UN Language is desirable.

Assessment

Potential candidates will be contacted by hiring manager directly for further consideration.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity, including but not limited to, respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to, whether they have committed or are alleged to have committed criminal offences or violations of international human rights law and international humanitarian law. Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment. Applicants are urged to follow carefully all instructions available in the online recruitment platform, *inspira*. For more detailed guidance, applicants may refer to the At-a-Glance on "The Application Process" and the Instructional Manual for the Applicants, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the *inspira* account-holder homepage. The screening and evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications, including but not limited to, their education, work experience, and language skills, according to the instructions provided on *inspira*. Applicants will be disqualified from consideration if they do not demonstrate in their application that they meet the evaluation criteria of the job opening and the applicable internal legislations of the United Nations. Applicants are solely responsible for providing complete and accurate information at the time of application: no amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application. Job openings advertised on the Careers Portal will be removed at midnight (New York time) on the deadline date.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.