United Nations careers

Job Opening

Posting Title:	INTERN - INFORMATION SYSTEMS & COMMUNICATION TECHNOLOGY, I (Temporary Job Opening)
Job Code Title:	INTERN - INFORMATION SYSTEMS & COMMUNICATION TECHNOLOGY
Department/ Office:	Economic and Social Commission for Asia and the Pacific
Duty Station:	INCHEON CITY
Posting Period:	14 March 2017-27 February 2018
Job Opening number:	17-IST-ESCAP-76181-J-INCHEON CITY (T)
Staffing Exercise ID:	N/A

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

Special Notice

A complete online application (Cover Note and Personal History Profile) if required. Incomplete applications will not be reviewed.

The Cover Note must include:

- Title of degree you are currently pursuing
- Graduation Date
- List of IT skills and programmes that you are proficient in
- List of top three areas of interest/department preferences
- Explanation why you are the best candidate for that specific department(s).
- Explanation of your interest in the United Nations Internship Programme

In your Personal History Profile, be sure to include all past work experience, IT skills, and three references.

Should there be a need for an intern that matches the applicant's profile, the applicant will be contacted directly by the Division. Please note that due to the large number of applicants, Division are not necessarily in a position to reply to each request and only short-listed applicants will be contacted for further consideration.

Org. Setting and Reporting

The Asian and Pacific Training Centre for Information and Communication Technology for Development (UN-APCICT/ESCAP) internship is for 2 months with an opportunity for extension up to 6 months, pending on the needs of the department. The internship is UNPAID and full-time.

Interns work five days per week (40 hours) under the supervision of a staff member in the department or office to which they are assigned.

Responsibilities

- Provide assistance in improving the functionality of the website and e-learning portal

- Assist in the migration of database from Oracle to MariaDB

- Support in the development of PHP web pages linked with DB and the download of DB values in a document format, e.g. excel spreadsheet

- Undertake various researches as directed by the Supervisor by collecting, analyzing and presenting statistical data and other information gathered from diverse sources

- Assist in administrative and substantive support to meetings and conferences, preparation of background documents and presentations, handling logistics and etc.

- Perform other duties as directed by the Supervisor

Competencies

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

Education

To qualify for an internship with the United Nations Internship Programme, applicants must meet one of the following requirements:

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

Work Experience

Applicants

- are not required to have professional work experience for participation in the programme.
- shall be computer literate in standard software applications;
- have demonstrated a keen interest in the work of the United Nations and have a personal commitment to the ideals of the Charter; and
- have demonstrated the ability to successfully interact with individuals of different cultural backgrounds and beliefs, which includes willingness to understand and be tolerant of differing opinions and views.

Languages

English and French are the working languages of the United Nations Secretariat. Fluency in spoken and written English is required for the internship. 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.

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.