

**ToR Internship UN-Habitat NYLO**  
**Duration of internship min 3 months**

This internship is located in the *UN-Habitat NYLO*. The selected intern is expected to undertake the following tasks:

### **1. Internship Overview**

The United Nations Human Settlements Programme (UN-HABITAT) New York Office is offering a minimum 3 months **UNPAID** internship to selected candidates. Interns work full-time, five days per week (35 hours) under the supervision of a staff member.

UN-HABITAT is the United Nations 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. UN-HABITAT Headquarters is located in Nairobi, Kenya.

UN-HABITAT's New York Office is a liaison office. It maintains the agency's close working links with United Nations Headquarters. It represents UN-HABITAT at inter-agency committees as well as inter-governmental meetings, particularly the General Assembly and Economic and Social Council (ECOSOC). The Office also promotes sustainable human settlements and urban development in North America.

The Office is located at Two United Nations Plaza, Room DC2-0943, New York, NY 10017.

### **2. Purpose of the Internship**

The purpose of the internship is to:

- Provide an insight of the UN organisational structure, functions and cultural values.
- Help understand the scope of the United Nations system as a whole and of the work of UN-HABITAT New York Office in particular.
- Create a multicultural environment.
- Provide the experience needed for future employment in international organisations, non-governmental organisations, etc.

### **3. Specific tasks and activities of the intern**

The intern will undertake one or more of the following tasks and activities:

- Attending meetings and reporting on them. The interns will be assigned specific meetings according to the needs and when possible according to their interests. They are expected to prepare reports of the meetings attended and e-mail them with any associated relevant scanned documents to the entire office.

- Performing analytical research, for specific projects or for posting on twitter and facebook. .
- Preparing draft technical documents and assisting in drafting relevant reports.
- Assisting in the organization of seminars, working groups and expert meetings.
- Performs other duties as assigned.

Work implies frequent interaction with the other interns and staff members.

During the first week of the internship the intern must complete two mandatory courses: the Integrity Awareness Programme, and the Prevention of the Workplace Harassment, Sexual Harassment and Abuse of Authority in the Workplace.

The intern will be supervised and receive the work assignments from the supervisor. For all specific technical projects, supervision will be provided by specific officers.

#### **4. Education**

To qualify for the internship the following conditions must be met:

- Applicants must be enrolled in a degree programme in a undergraduate school (first university degree or higher)
- Be computer literate in standard software applications.

#### **5. Work experience**

Applicants are not required to have professional work experience for their participation in the programme.

#### **6. 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 additional official United Nations language is an asset.

Arabic, Chinese, English, French, Russian and Spanish are the official languages of the United Nations.

#### **7. 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 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.

## **8. How to apply?**

- Fill in the UN-Habitat Internship Application Form. It can be downloaded from [https://www.dropbox.com/s/wnxdeg4bl595pf3/UNHabitat\\_ApplicationForm.doc?dl=0](https://www.dropbox.com/s/wnxdeg4bl595pf3/UNHabitat_ApplicationForm.doc?dl=0) or obtained by emailing [unhabitatnewyork@gmail.com](mailto:unhabitatnewyork@gmail.com).
- Email the completed application form with a cover letter to [unhabitatnewyork@gmail.com](mailto:unhabitatnewyork@gmail.com)
- Please kindly note that only complete application will be accepted and only shortlisted applicants will be notified.

## **9. Enquiries:**

Should you have any questions, please email us to [unhabitatnewyork@gmail.com](mailto:unhabitatnewyork@gmail.com) or message us on our Facebook or Twitter page.

<https://www.facebook.com/UNHABITAT.NorthAmerica>

[https://twitter.com/UNHABITAT\\_NY](https://twitter.com/UNHABITAT_NY)

Thank you very much. We are looking forward to reading your applications.