

## Internship Terms of Reference

<b>Internship Title:</b>	<b>Website Management Intern</b>
<b>Institute/Office:</b>	<b>United Nations University –UNU-WIDER/KMU/UNU-605</b>
<b>Duty Station:</b>	<b>Helsinki, Finland</b>
<b>Supervisor Name:</b>	Anu Laakso
<b>Duration:</b>	15 January 2024 – 14 July 2024

### Background

For the past four decades, UNU has been a go-to think tank for impartial research on the pressing global problems of human survival, conflict prevention, development, and welfare. With more than 400 researchers in 13 countries, UNU’s work spans the full breadth of the 17 Sustainable Development Goals, generating policy-relevant knowledge to effect positive global change. UNU maintains more than 200 collaborations with UN agencies and leading universities and research institutions across the globe. For more information, please visit <http://unu.edu>

UNU-WIDER is one of 14 research and training Institutes that comprise the think tanks in the UNU system. UNU-WIDER is a leading international development economics think tank. The Institute provides economic analysis and policy advice with the aim of promoting sustainable and equitable development for all. The Institute began operations in 1985 in Helsinki, Finland, as the first research centre of the United Nations University. Today, it is a unique blend of think tank, research institute, and UN agency — providing a range of services from policy advice to governments, as well as freely available original research. More information on UNU-WIDER and its current work programme are available on the Institute's website. For more information, please visit <https://www.wider.unu.edu/>.

This is an in-person internship, located within the Knowledge mobilization Unit, with a focus on supporting UNU-WIDER’s online presence and brand.

### Description of Responsibilities

Under the direct supervision of the Digital Design Associate and Webmaster, and the overall supervision of UNU-WIDER’s Communications Team Lead, the Website management Intern will be performing the following duties:

- Support the day to day administration and management of the UNU-WIDER websites
- Implement the house style and lay out best practices on each site accordingly
- Accept and document incoming web related requests, setting realistic timelines with supervisor for the work, and monitoring the progress of the different projects
- Support the coordination of tasks and products with supervisor and members of the larger unit
- Support procurement and other administrative processes related to the management of UNU-WIDER’s web presence
- Other duties assigned by supervisor

### Learning objectives

The intern will be part of the communications team and the overall Knowledge Mobilization Unit of UNU-WIDER

and will be learning on the job daily. Dedicated time will be allocated by the supervisor for understanding the brand, styles and web ecology of UNU-WIDER and the UN system in general, and the role of web management in knowledge mobilization. The intern will gain insight to the functioning of a UN think tank from an online communication perspective, while learning how to work within the UN and UNU visual identity, rules and regulations.

The intern will be able to participate in training offered by UNU-WIDER and opportunities will be discussed with the intern upon arrival. No travel missions are foreseen from the outset.

### **Competencies**

#### **Values:**

- Inclusion - Take action to create an environment of dignity and respect for all, regardless of age, culture, disability, ethnicity, gender, gender identity, gender expression, geography, grade, language, nationality, racial identity, religion, sex, sex characteristics, sexual orientation, social origin or any other aspect of identity.
- Integrity - Act ethically, demonstrating the standards of conduct of the United Nations and taking prompt action in case of witnessing unprofessional or unethical behaviour, or any other breach of UN standards.
- Humility - Demonstrate self-awareness and willingness to learn from others.
- Humanity - Act according to the purposes of the United Nations: peace, dignity and equality on a healthy planet.

#### **Behaviours:**

- Connect and Collaborate - Build positive relationships with others to advance the work of the United Nations and work coherently as One UN
- Analyse and Plan - Seek out and use data from a wide range of sources to understand problems, inform decision-making, propose evidence-based solutions and plan action
- Deliver Results with Positive Impact - Hold oneself and others accountable for delivering results and making a positive difference to the people and causes that the United Nations serves
- Learn and Develop - Pursue own learning and development and contribute to the learning and development of others
- Adapt and Innovate - Demonstrate flexibility, agility and the ability to think and act in novel ways

### **Qualifications**

#### **Education:**

Applicants to the UNU-WIDER internship programme must at the time of application meet one of the following requirements:

- University studies in one of the following disciplines: Graphic Design, Design and Visual Communications, or other relevant subject.
- Have graduated with a university degree in relevant discipline such as Social Sciences, International Studies, Business Administration, other related field and, if selected, must start the internship within two years of graduation.

#### **Language:**

- Excellent communication skills (written and oral) in English are required;
- Working knowledge of another UN language is an advantage.

#### **The Intern is expected to have:**

- The ability to work in a multi-cultural environment with sensitivity and respect for diversity;
- Working knowledge and experience in using Drupal or other website management tool, MS Office
- Experience and basic knowledge in using Photoshop

- Experience with video editing is an asset.
- Experience with Adobe InDesign, Illustrator and Premiere Pro is an asset.
- Understanding of HTML5 and CSS is an asset

### **Stipend**

Interns who are not in receipt of financial support from other sources such as universities or other institutions will receive a stipend of EUR 896.00 per month of full-time internship from UNU to partially subsidize their basic living costs for the duration of the internship.

The stipend will be paid on a monthly basis and part-time internship arrangements are prorated accordingly.

**Duration of contract:** The duration of the internship is 6 months.

**Expected start date:** 15 January 2024

### **How to Apply:**

To apply to UNU, you will not need an account. Instead, we ask that you:

- Apply via the [application link](#);
- Attach a brief Cover Letter (in English) stating interest in and qualifications for the post;
- Attach a current and complete CV in English;
- Document(s) confirming your education status (e.g. transcript or proof of enrollment)
- Answer a few questions that are tailored to the internship.

You may wish to refer to the [UN Values and Behaviours Framework](#) for more information.

**Application Deadline:** 22 October 2023, 23:59 UCT+3

### **Assessment**

Evaluation of qualified candidates may include a desk review and/or a competency-based interview, and references.

### **Special notice**

Please note that the selected candidate must have a (1) Finnish nationality or the residence and work permit for Finland, OR (2) have right of residence in Finland as an EU/EFTA citizen. In case of equally qualified candidates, the candidates holding Finnish nationality or the residence and work permit for Finland will be given preference.

The purpose of the Internship Programme is to complement an intern's studies. There should be no expectation of employment with UNU at the end of an internship.

Interns do not hold international civil servant status nor are they considered a "staff member" as defined in the United Nations Staff Rules and Regulations and may not represent UNU in any official capacity.

UNU accepts no responsibility for costs arising from accidents and/or illness or death incurred during the internship. Applicants must have medical insurance for the duration of the internship. Proof of insurance will need to be submitted before the internship begins.

UNU is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities to apply. Applications from developing countries, and from women are strongly encouraged.

UNU has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNU, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination.

**Information about UNU rosters**

UNU reserves the right to select one or more candidates from this internship announcement. We may also retain applications and consider candidates applying to this internship cohort for upcoming internships within the next 2 years.

***Scam warning***

*UNU does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Should you receive a solicitation for the payment of a fee, please disregard it. Furthermore, please note that emblems, logos, names and addresses are easily copied and reproduced. Therefore, you are advised to apply particular care when submitting personal information on the web.*