



Internship Terms of Reference

Internship Title:	Strategic Communications Associate (Intern)
Institute/Office:	United Nations University – Centre for Policy Research (UNU-CPR)
Duty Station:	New York (in-person)
Supervisor Name:	Jack Durrell
Duration:	03/24/2025 up to 09/22/2025 (three to six months)
Background <p>The United Nations University (UNU) is a global think tank and postgraduate teaching organization within the United Nations System. UNU engages in policy-relevant research, capacity development, and knowledge dissemination in furtherance of the purposes and principles of the United Nations. The work of UNU contributes to solving pressing global problems that are the concern of the United Nations and its Member States.</p> <p>For the past five decades, UNU has been a source of impartial research on sustainability, human security, and economic development. With hundreds of researchers working at institutes in 12 countries, UNU's expertise spans the full breadth of the 17 Sustainable Development Goals, generating policy-relevant knowledge to effect positive global change. UNU collaborates closely with other UN entities and leading research institutions across the globe. For more information, please visit http://unu.edu</p> <p>United Nations University Centre for Policy Research (UNU-CPR) in New York is one of 13 research and training Institutes that comprise the think tanks in the UNU system. UNU-CPR combines research excellence with deep knowledge of the multilateral system to generate innovative solutions to current and future global public policy challenges.</p> Description of Responsibilities <p>Under the supervision of the Head of Communications, the Strategic Communications Associate (Intern) will:</p> <ul style="list-style-type: none">• Help with the strategic planning of UNU-CPR's communications function: tracking policy processes at the United Nations, monitoring Member State positions on relevant issues and supporting the timely dissemination of targeted communications.• Support event management at UNU-CPR (in-person and online): managing invitations, promoting events and capturing discussions that can be conveyed via social media and online content.• Draft new web content (blogs, research summaries) to help promote UNU-CPR research activities and convey its relevance for the United Nations and Member States.• Introduce innovative approaches to UNU-CPR communications: support the development of creative communications and knowledge products in the fields of international relations, diplomacy and development.• Continually update the new UNU-CPR website and ensure that new publications are uploaded to UNU's information repository.• Assist in the editing of articles, publications, and other materials to ensure accuracy and clarity, and consistency with the UN style guide.• Monitor the impact of UNU-CPR communications (web, media, social media) and develop monthly reports to guide and improve outreach and strategic engagement with target audiences.	

- Perform administrative and other duties assigned by UNU-CPR's Head of Communication.

Learning objectives

- Planning and supporting the implementation of engaging communication activities and strategies tailored to the interests and needs of target audiences within and outside of the United Nations.
- Synthesizing, summarizing and repackaging research into knowledge and communication products.
- Developing a familiarity with the United Nations system and an awareness and knowledge of issues that are of critical importance to the United Nations, its Member States, and the attainment of the Sustainable Development Goals.
- Gaining exposure to the research and related work of UNU and UNU-CPR and gaining an understanding of the potential solutions and innovations that are driving change across the UN system.

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:

- University studies in one of the following disciplines: journalism, communications, development, economics, international relations, peace and security, or other relevant subjects.
- In the final year of undergraduate study or enrolled in a graduate degree programme, or within the two-year post-graduation (maximum) from either a bachelors', masters' or PhD degree programme.

Skills:

- Strong writing and editing skills.
- Proficiency in social media management and digital communications tools.
- Experience in graphic design using Canva is a plus.
- Familiarity with event organization is a plus.
- Ability to work independently and as part of a team.

Language:

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

Stipend

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

The monthly amount of the stipend will be determined for each duty station based on the stipend rates in effect. For New York the rate is **USD1,000 per month**. 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 for up to 6 months.

Expected start date: 24 March 2025.

How to Apply:

To apply for this position:

- Send an email to durrell@unu.edu attaching a current resume, a brief Cover Letter (in English) stating interest in and qualifications for the post and examples of previous work.
- You may wish to refer to the [UN Values and Behaviours Framework](#) for more information.

Application Deadline: 12 March 2025.

Assessment

Evaluation of qualified candidates will include a competency-based interview and references. Candidates invited for interview must submit prior to the interview the following documents:

- Document(s) confirming your education status (e.g. transcript or proof of enrollment)
- Proof of health and life/accident insurance valid for the location in which the internship will be carried out. Selected intern must have health and life insurance.

Special notice

The purpose of the Internship Programme is not to lead to further employment with UNU but to complement an intern's studies. Therefore, there should be no expectation of employment 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.

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.