Intern - Communication, Partnership and Outreach & Finance

Location: Copenhagen, DENMARK
Application Deadline: 17-Jul-17 (Midnight New York, USA)
Time left: 12d 14h 41m
Type of Contract: Internship
Post Level: Intern
Languages Required: English
Starting Date: 21-Aug-2017
Duration of Initial Contract: 6 months
Expected Duration of Assignment: 6 months

Background

UNDP is the UN Development Programme and works in some 170 countries and territories, helping to achieve the eradication of poverty, and the reduction of inequalities and exclusion. UNDP

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helps countries to develop policies, leadership skills, partnering abilities, institutional capabilities and build resilience in order to sustain development results. In 2017, UNDP is continuing to work to support the 2030 Agenda for Sustainable Development and the 17 new Sustainable Development Goals (SDGs), as they help shape global sustainable development for the next 15 years.

The UNDP JPOSC is an end-to-end human resources service centre. It administers the Junior Professional Officer (JPO) and Special Assistant to the Resident Coordinator (SARC) Programmes whose overall goal is to provide young professionals the opportunity to gain experience in the field of international development cooperation, and as such to build capacities for the global development sector, while providing UNDP and other UN organizations with young talent with promising professional development.

Under the authority of the JPOSC Manager and the supervision of the above-mentioned staff member, the intern will contribute to the development and the maintenance of client-oriented services, and ensure that the JPOSC follows a model of excellence.

**TRAINING COMPONENTS AND LEARNING ELEMENTS**

As a full member of the JPOSC team, the intern will:

- Participate in in-house training opportunities as applicable
- Learn the structure, mechanisms, policies and practice areas of UNDP
- Participate in dedicated trainings and UNDP online learning

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tools

- Strengthen his/her effective writing skills
- Participate in working groups

Duties and Responsibilities

Support and enhancement of the JPOSC Recruitment Activities:

- Development of a social media strategy when advertising/recruiting positions managed by the JPO Service
- Support of the JPOSC recruitment activities (interview report writing, candidate reference checking, other related support to the HR Associates/recruiters as applicable)
- Support the new structure of the shared folder and numerous sub-folders on recruitment activities, and migrate all files from the common share drive to the new JPOSC SharePoint platform

Support and enhancement of the JPOSC Mentoring Programme:

- Review of all online and soft document content related to the UNDP and UN Women JPO/SARC Mentoring Programme
- Support the revamp of the Mentoring Programme platform, including IT management
- Support the management of the Mentoring Programme online platform and the Programme’s implementation, including liaising with mentors and mentees when

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Assist in analysing and compiling the results of the yearly satisfaction surveys targeting JPOSC clients.

- Review and update the survey questionnaire
- Compile and analyse survey results
- Prepare a presentation on survey results

Support the optimization of the Learning and Career Development section on the JPOSC website (www.jposc.undp.org):

- Review content of the section and make suggestions for new content, edits, etc.
- Make suggestions of potential improvement/simplification on the structure/navigation of the website

Support the integration of JPO/SARC entitlements in JPOSC Finance activities:

- Prepare an analysis/overview of UNDP Headquarter & country offices actual rental subsidy costs against forecasted estimates.
- Any other ad hoc tasks as needed and applicable

Competencies

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Functional Competencies:

- Strong sense of collaborative work, excellent communication and interpersonal skills;
- Keen attention to details;
- Ability to respond quickly to unexpectancies;
- Proven record of interest and work in the development field.

Communication:

- Speaks and writes clearly, concisely 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 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;

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- Shares credit for team accomplishments and accepts joint responsibility for team shortcomings

Required Skills and Experience

Eligibility: Please check the eligibility/conditions (such as enrolment in a graduate/postgraduate program) on the UNDP JPO Service Centre website before applying. In order to be considered eligible for the UNDP JPOSC Internship Programme, please indicate whether you meet one of the following requirements:

- Currently enrolled in a graduate school programme (second university degree or equivalent, or higher);
- Currently enrolled in the final academic year of a first university degree programme (minimum Bachelor’s level or equivalent);
- Graduated with a university degree (as defined in (a) and (b) above) (if selected, you must start the internship within one year of graduation).

IT skills: Basic knowledge of desktop publishing and graphic design software is an asset (e.g. Microsoft Publisher, Photoshop, Piktochart).

Language skills: Fluency in English is required. Good working knowledge of French and/or Spanish is an asset.

Work/Stay permit: applicants must hold all necessary permits to stay and work in Denmark before applying for this internship

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UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

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