Internship

United Nations

Geneva

Ref: 19-Statistics-ECE-109888-J-Geneva

The internship is located in the Statistical Division, United Nations Economic Commission for Europe (UNECE) based in Geneva.

Responsibilities

The intern is expected to contribute to the work of the Statistical Division as follows:

a) To assist in the organization and servicing of the intergovernmental meetings in the area of economic statistics, social and demographic statistics, environment statistics, gender statistics, measuring the sustainable development goals, and modernization of official statistics

b) To assist in the preparation of publications and drafting of short articles based on data from the UNECE Statistical Database

c) To assist with updating the UNECE databases

d) To carry out other tasks as required in the section, such as desk research, meeting support, drafting of reports and processing of statistical data.

Competencies

COMMUNICATION:

Speak and writes clearly 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 the audience.

Demonstrate 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;
shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**PLANNING AND ORGANIZING:**

Develops clear goals that are consistent with agreed strategies;

identifies priority activities and assignments;

adjusts priorities as required;

allocates appropriate amount of time and resources for completing work;

foresees risks and allows for contingencies when planning;

monitors and adjusts plans and actions as necessary;

uses time efficiently.

**Education**

To qualify for the United Nations Internship Programme, the following conditions must be met:

Applicants to the United Nations internship programme must at the time of application meet one of the following requirements:

(a) Be enrolled in a graduate school programme (second university degree or equivalent, or higher);

(b) Be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent);

(c) Have graduated with a university degree, as defined above, and, if selected, must commence the internship within a one-year period of graduation.

Be computer literate in standard software applications;

For this internship, studies in statistics, economics, international relations or equivalent are required.

Have a demonstrated keen interest in the work of the United Nations and have a personal commitment to the ideals of the Charter; and 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.

Applicants for all countries are accepted and under-represented or un-represented countries in the UN are encouraged to apply.

**Work Experience**

No professional work experience is required for participation in the Internship Programme.