The United Nations Volunteers (UNV) programme is the UN organization that contributes to peace and development through volunteerism worldwide. Volunteerism is a powerful means of engaging people in tackling development challenges, and it can transform the pace and nature of development. Volunteerism benefits both society at large and the individual volunteer by strengthening trust, solidarity and reciprocity among citizens, and by purposefully creating opportunities for participation. UNV is administered by the United Nations Development Programme and is currently looking for an

**Intern - Volunteer Services Centre (VSC)**
**UNV HQ - Bonn, Germany**

The Volunteer Services Centre (VSC) of the United Nations Volunteers programme assumes functions in support of the recruitment of international UN Volunteers. In particular, VSC is responsible for:

- Management of the database of candidates for international UN Volunteer assignments;
- Assessment of candidate profiles and their suitability/motivation for assignments;
- Identification of candidates against descriptions of assignment (DoAs) for submission to international UN Volunteer assignments; and
- Outreach to build up the database of candidates in selected areas.

**Duration:** 3 to 6 months (depending on selected intern’s availability)

**Start date:** July 2018

**Duties and responsibilities**
Under the overall supervision of the Team Leader, Volunteer Services Centre, and under the direct guidance of the Operations Associate, Volunteer Talent Pool, the Intern is expected to perform the following tasks:

1) **Assist in managing and replying enquiries from internal and external parties, in the three UNV working languages (English/French/Spanish):**

- Support Operations Clerks in responding to enquiries stemming from candidates, volunteers and other individuals or organisations interested in the UNV programme;
- Support Operations Clerks in activities related to the maintenance and management of the UNV database, which includes but is not limited to, contacting UNV personnel in the filed with regards to serving and former UN volunteers, contacting internal and external parties to verify information and documents in candidates files, etc;
- Assist in reviewing and editing existing templates to align them with the new system;
- Assist in reviewing and translating (English into Spanish/French) various texts related to the recruitment of UN volunteers.
2) Support Outreach and partnerships activities regarding UN Volunteer recruitment

- Support the Operations Associate, Volunteer Talent Pool in designing and drafting statistical reports on candidates from the UNV Talent Pool;
- Support VSC Outreach strategy by assisting in the maintenance of UNV’s corporate accounts in social media platforms, posting content and replying to questions from the general public on volunteer recruitment.

3) Support other VSC activities

- Support other activities as and when required, e.g. document compilation, workshop logistics, etc.

Learning opportunities for the intern

- General understanding of the service and mission of the UN Volunteers programme;
- Insight and hands-on experience into the work of the VSC and the maintenance of a talent pool for international volunteer assignments;
- Engaging with several parties involved in volunteer outreach and recruitment, benefiting from the exposure to a wide range of audiences;
- Familiarity with working in an international organization and in a multicultural environment, in particular with UNV/UNDP and the UN Agencies in Bonn;
- An effort will be made to match the various assignments with the intern’s areas of interest and competency; participation in training activities will be encouraged.

Minimum Qualifications & Experience

- First university degree (BA) ideally in human resources, business administration, social sciences, cross-cultural communication, translation or other related degree;
- Be enrolled in a graduate school programme, or be enrolled in the final academic year of a first university degree programme, or have graduated with a university degree (if selected, must start the internship within one-year of graduation);
- Proficiency in MS-Office (Word, PowerPoint, Excel) and exposure to databases are an advantage;
- Fluency in English with excellent English language drafting skills; good knowledge of Spanish and/or French is highly desirable;
- Demonstrated interest in volunteerism;
- Exposure to an HR context would be an advantage;
- Training/certification in translation would be an asset;
- Prior volunteering experience would be well regarded.
General Terms and Conditions

- UNDP Conditions of Service for interns apply to interns working at UNV Headquarters: [http://www.undp.org/content/undp/en/home/jobs/types-of-opportunities/internships.html](http://www.undp.org/content/undp/en/home/jobs/types-of-opportunities/internships.html);
- The Internship Programme operates on a non-remunerative basis. Costs and arrangements for travel, visa, accommodation and living expenses are the responsibility of the intern;
- UNV accepts no responsibility for the intern’s medical insurance or for costs arising from illness during the internship. Interns are required to provide proof of medical insurance coverage;

How to apply:

Please go the the official vacancy announcement at the following link: [https://jobs.undp.org/cj_view_job.cfm?cur_lang=en&cur_job_id=78786](https://jobs.undp.org/cj_view_job.cfm?cur_lang=en&cur_job_id=78786) then press the ‘Apply now’ button and follow the instructions provided.

Please indicate “VSC – Talent Pool Intern” as the subject of your motivation statement as well as the preferred length and time of the internship.

Deadline for applications: **31 May 2018**