

Vacancy announcement No. ICSC/INTERN/01/2025

Deadline for submission of application: 17 August 2025

Office of the Chair

International Civil Service Commission, NY

Intern – Programme Assistant

Location: In-person

Expected duration: 6 months

Duties and responsibilities:

This internship is located in the Office of the Chair of the International Civil Service Commission (ICSC). The intern will work under the supervision of a staff member to which they are assigned. This is a full-time or part-time UNPAID internship for a duration of 6 months. It should be noted that full-time internship working hours are 35 hours per week, while part-time internship working hours are 20 hours per week. The internship will be undertaken in-person.

Responsibilities: The intern is expected to perform various activities and will work in areas of programme management related to the work of the Commission: Undertake research on topics under review by the Commission • Assist in the Office of the Chair on ad hoc demands of the front office • Assist in data collection and provide analysis on relevant topics. • Assist in maintaining databases. • The internship provides an opportunity for interns to gain hands-on experience in using relevant computer software, create PowerPoint presentations, and make use of other Microsoft office packages • Support the review of key topics and reports • Fulfill other duties as required.

Qualifications/Special skills:

Applicants must meet one of the following requirements: (a) have completed, an undergraduate degree in the field of business administration, finance, economics, social sciences, international relations or related fields; (b) be enrolled in, or have completed, the final academic year of a first university degree programme (minimum bachelor's degree or equivalent). Applicants to the UN Internship Programme are not required to have professional work experience. However, a field of study that is closely related to the type of internship that you are applying for is required. Please note that you will have to provide an official certificate or official transcript of your grades prior to starting the internship.

Languages

English and French are the working languages of the United Nations. Fluency in spoken and written English is required for the Internship Programme. Knowledge of an additional official UN language is an asset.

Additional information

The United Nations Secretariat is committed to achieving 50/50 gender balance and geographical diversity in its staff. Female candidates are strongly encouraged to apply for this position. Applicants who have previously served six months, in total, as an intern in one or more UN Common Systems cannot be engaged as an intern. Applicants who are children, siblings, and sons or daughters-in-law (including stepchildren, half-siblings, or stepsiblings) of an active staff member in a UN Common System cannot be engaged as an intern. In your Motivational Statement, please indicate when you would like to start your internship. Please note that the start and end dates are flexible. A complete online application is required. The Motivational Statement must also include:

- Title of degree you are currently pursuing.
- Graduation Date (When will you be graduating/have graduated from the programme?)
- Explain why you are the best candidate for this specific internship
- Explain your interest in the United Nations Internship Programme

In your online Personal History Profile, be sure to include all past work experiences, IT skills, and three references.

Intern specific text

Interns are not financially remunerated by the United Nations. Costs and arrangements for travel, visas, accommodation and living expenses are the responsibility of interns or their sponsoring institutions. Interns who are not citizens or permanent residents of the country where the internship is undertaken, may be required to obtain the appropriate visa and work/employment authorization. Successful candidates should discuss their specific visa requirements before accepting the internship offer.

No fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.

ALL APPLICANTS: Please complete a copy of the United Nations application form (Personal History Profile) Form P-11 at <http://unicsc.org/resources/general/vacancies/P11.doc> , quoting the vacancy number, along with a cover letter and send to: icsc-dropbox@un.org