UNIVERSAL NATIONS INTERNATIONAL RESIDUAL MECHANISM FOR CRIMINAL TRIBUNALS

INTERN - PUBLIC INFORMATION (Digital Communications) (Temporary Job Opening),

DEADLINE FOR APPLICATIONS: 16 June 2023
DATE OF ISSUANCE: 19 December 2022
OFFICE: Registry/ External Relations
LOCATION: The Hague
JOB OPENING NUMBER: 22-PUB-RMT-196096-J-THE HAGUE

Organizational Setting and Reporting:

The internship is located in the Web Unit of the External Relations Office in the Mechanism’s Registry in The Hague, reporting to the Public Information Officer (Digital Communications). The Web Unit supports both Branches of the Mechanism, providing web design and support for social media campaigns in addition to dealing with ad hoc requests and specific project work such as digital exhibitions and special sections.

The above job opening will be valid for one year and candidates will be selected on a rolling basis. Please indicate your preferred internship period in your cover letter.

The International Residual Mechanism for Criminal Tribunals (“Mechanism”) is mandated to perform a number of essential functions previously carried out by the International Criminal Tribunal for Rwanda (“ICTR”) and the International Criminal Tribunal for the former Yugoslavia (“ICTY”). In carrying out these essential functions the Mechanism maintains the legacies of these two pioneering ad hoc international criminal courts and strives to reflect best practices in the field of international criminal justice.

Responsibilities:

- Assist Web Unit staff in updating the Mechanism websites, including page-level content, official documents and other requested updates.
- Assist in digital communications campaign planning
- Develop text and research imagery for social media posts
- Create weekly web and social media campaign analytics reports
- Assist in developing multimedia content, such as graphics, photography and audio/video editing
- Assist in the creation of the daily media monitoring report
- Assist in general external relations activities, as required
- Other duties as assigned by the Public Information Officer (Digital Communications).

Core Competencies:

- Professionalism: Shows pride in work and in achievements. Demonstrates professional competence and mastery of subject matter. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Is motivated by professional rather than personal concerns. Shows persistence when faced with difficult problems or challenges. Remains calm in stressful situations. Demonstrates commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work

- Communication – Speaks 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. Demonstrates openness in sharing information and keeping people informed.

- Teamwork – Works collaboratively with colleagues to achieve organisational 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.

- Creativity – Actively seeks to improve programmes or services. Offers new and different options to solve problems or meet client needs. Promotes and persuades others to consider new ideas. Takes calculated risks on new and unusual ideas; thinks “outside the box”. Takes an interest in new ideas and new ways of doing things. Is not bound by current thinking or traditional approaches.

- Technological Awareness – Keeps abreast of available technology. Understands applicability and limitations of technology to the work of the office. Actively seeks to apply technology to appropriate tasks. Shows willingness to learn new technology. Thinks “outside the box”. Takes an interest in new ideas and new ways of doing things. Is not bound by current thinking or traditional approaches.
UNITED NATIONS INTERNATIONAL RESIDUAL MECHANISM FOR CRIMINAL TRIBUNALS

QUALIFICATIONS

Education:
Applicants must meet one of the following requirements:
(a) be enrolled in the final academic year of a first university degree programme (minimum Bachelor’s level or equivalent)
(b) be enrolled in a graduate school programme (second university degree or equivalent, or higher); or
(c) have graduated with a university degree.

Experience:
No working experience is required to apply for the United Nations Internship Programme. Your training, education, advance course work or skills should benefit the United Nations during your internship.

Do you have knowledge of major social media platforms?

Do you have experience with Web Content Management systems is desirable, (experience in Drupal is an asset)?

Language:
English and French are the working languages of the Mechanism. For this post excellent written and oral English is required. Knowledge of French or B/C/S (Bosnian/Croatian/Serbian) is an asset.

Assessment:
No assessment required for this position.
Short-listed candidates may be contacted by the hiring team directly if further information is needed during the review of their application.

Special Notice:
Please note internships are unpaid. IRMCT interns are responsible for all internship-related expenses that they incur. Interns must therefore be able to cover their costs of travel, insurance, accommodation, as well as living expenses during the internship period. External sources of funding may be available please also check our website. The United Nations accepts no responsibility for costs arising from accidents and/or illness incurred during an internship. Therefore, upon award of an internship, interns are responsible for securing adequate insurance coverage and are required to sign and return a statement confirming their understanding and acceptance of these conditions of service.

Interns must keep confidential any and all unpublished information obtained during the course of the internship and not publish any reports or papers based on such information except with the explicit written authorization of the Chief of Human Resources of the IRMCT. Interns are bound by the same duties and obligations as staff members, and the information to which an intern has access in the course of the internship must not be divulged to external parties. Each prospective intern must sign the Acceptance and Undertaking Form to indicate their understanding and acceptance of this stipulation.

The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

There should be no expectation of employment by the United Nations or the IRMCT upon completion of the internship.

ALL of the documents listed below are required. Incomplete applications will not be reviewed. Due to the number of applications, only short-listed candidates will be contacted.
Interested applicants must attach ALL of the following documents to each UN Careers portal application submitted via https://careers.un.org

1. A cover letter, including an available start and end date for the internship.
2. Two letters of recommendation preferably from academic or professional referees;
3. Copies of university transcripts, or enrolment (including courses taken and grades received.)

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.

Duration:
The duration of the internship generally ranges from three months to a maximum of six months.

No Fee:
THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.
United Nations Considerations
According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term “sexual exploitation” means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term “sexual abuse” means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term “sexual harassment” means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator’s working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on “Manuals” hyper-link on the upper right side of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

HOW TO APPLY:
All applications must be submitted through the UN Inspira portal. The Mechanism is not able to accept applications for this vacancy via email.
External applicants may go to https://careers.un.org