

## **Internship Programme at the Joint Inspection Unit (JIU) of the United Nations system in Geneva**

The JIU, the only independent external oversight body of the United Nations system mandated to conduct evaluations, inspections and investigations system-wide, is currently accepting applications for Research internships with the Unit from candidates who can intern for six months (minimum: 3-4 months) and a maximum of six months (preferable) **from mid-January 2014** onwards. Candidates interested in interning a later date will also be considered as the JIU accepts applications on a year round rolling basis.

For more information on the JIU, including access to all reports published by the Unit please visit [www.unjiu.org](http://www.unjiu.org)

For more information on the JIU internship programme, please visit [www.unjiu.org/en/get-involved/Pages/Internships.aspx](http://www.unjiu.org/en/get-involved/Pages/Internships.aspx)

### **Description of general internship duties:**

Interns at the JIU are assigned to one or two review teams and work under the direct supervision of the Evaluation and Inspection Officer(s) and under the overall guidance of the Inspector(s) in charge of the review. They are expected to perform tasks similar to those required from a research assistant, including in-depth desk research and analysis, data collection, assisting in the preparation of inception papers, contributing to the design of questionnaires and interview guides, organizing and analyzing responses and other supplementary information received from 25 + UN entities who are participating organizations of the JIU and preparing the relevant tables, graphs and charts, participating in interviews and video-conferences as note-takers and assisting in preparing the relevant minutes, contributing to the logistics required to organize missions and interviews within the context of the project and assisting in all tasks related to the drafting and finalization of the report.

### **General requirements + conditions of the JIU internship program:**

- Candidates must be enrolled in a graduate (masters or doctoral) degree program during the duration of their internship (no exceptions will be made); candidates who have already graduated should not apply
- Advanced qualitative and quantitative desk (web-based) research skills, preferably at the graduate level;
- Excellent drafting and editing skills in English; knowledge of French is a plus.
- As per UN Secretariat policy, all internships are unpaid and no benefits are provided whatsoever;
- Interns must be willing to commit full-time (40 hours a week) for the entire duration of their internship. Regular work hours are 9am-6pm Monday-Friday;
- All materials to which interns have access to during the course of their internship is treated as confidential and cannot be shared outside the JIU; subsequently, interns cannot base their Masters/Doctoral thesis on topics that they had worked on as part of their JIU Internship; nor can they use information received for personal publications, blogs etc.

All incoming interns are issued with a Terms of Reference prior to the start of their internship that outlines their specific work responsibilities.

**How to Apply**

Interested candidates should email the following documents and information to the JIU's internship coordinator:

- 1) A completed copy of the JIU internship application (attached) which can also be downloaded from the following webpage:  
<https://www.unjiu.org/en/get-involved/Pages/Internships.aspx>
- 2) A sample research paper on any topic drafted in English as part of undergraduate or graduate coursework (not a collective group paper nor one edited by someone else).
- 3) The exact period for the candidate is available to intern i.e. starting date and end date (keeping in mind the minimum time commitment requirement);
- 4) Current contact information (phone, email) including skype id name in case the candidate is selected for an interview.

The abovementioned documents should be emailed to: [nchowdhury@unog.ch](mailto:nchowdhury@unog.ch) and [aduquesne@unog.ch](mailto:aduquesne@unog.ch)

**Please note that only short-listed candidates will be contacted.**

Thank You!



**JOINT INSPECTION UNIT**  
of the United Nations System

**CORPS COMMUN d'INSPECTION**  
du Système des Nations Unies

**AD HOC INTERNSHIP PROGRAMME**

**APPLICATION FORM**

**PART I - TO BE COMPLETED BY STUDENT**

1. Surname:	First Name:	2. Gender:	3. Marital Status:
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4. Date of Birth (Day) (Month) (Yr.) _____	4. Place of Birth _____ _____	6. Present Nationality _____
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7. Are any of your relatives employed by a public international organization? If answer is "yes", which country? Yes <input type="checkbox"/> No <input type="checkbox"/>		
NAME	Relationship	Name of international organization

8. Permanent Home Address	9. Present Address

Telephone No: \_\_\_\_\_

Telephone No: \_\_\_\_\_

10. In case of emergency notify: Name: \_\_\_\_\_

Address:

\_\_\_\_\_

11. Insurance I hereby confirm that I hold a health/accident insurance policy with the:

\_\_\_\_\_ My policy number is: \_\_\_\_\_

12. Knowledge of Languages:

	Read		Write		Speak		Understand	
	Easily	Not Easily	Easily	Not Easily	Easily	Not Easily	Easily	Not Easily
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
French	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spanish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other(s)								
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This application form must be signed and forwarded to: **Ms. Annick Duquesne** –  
**aduquesne@unog.ch** and cc'd to **nchowdhury@unog.ch**

13. Highest Education (College and/or University or equivalent):

<u>Institution</u> <u>(Name, Place and Country)</u>	<u>Years</u> <u>Attended (Start &amp; End Year)</u>	<u>Degree</u> <u>Obtained</u>	<u>Major subjects</u> <u>of Study</u>

14. Employment: Please describe any previous practical experience you may have had, giving full details of your duties (Use additional pages, if necessary):

15. Career Plans:

16. Other Relevant Information:

(a) University scholarships or academic distinctions:

(b) Publications (if any):

(c) Have you ever applied for regular employment with the United Nations?

(d) Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? Yes ☐ No ☐

If "yes", give full particulars of each case in an attached statement.

17. Date proposed for internship. From: \_\_\_\_\_ To: \_\_\_\_\_

18. Preferred work assignment. To facilitate placement, please indicate the subject areas that most interest you and fit your education background.

Legal Affairs (☐); Humanitarian Affairs (☐); Economic Planning and Analysis (☐);

Economic Projections (☐); Economic Development (☐); Natural Resources (☐); Statistics (☐);

Social Science (☐); Fiscal and Financial Analysis (☐); Development Administration (☐);

Disarmament (☐); Management and Administration (☐); Knowledge Management (☐); IT(☐);

Other (☐)

Please specify:

\_\_\_\_\_

19. References: List three persons, not related to you, who are familiar with your character and qualifications.

**Full Name**

**Email & Phone**

**Business or Occupation**

20. I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

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