

Job Title

Intern in eLearning & Instructional Design
Career Support and Performance Management Section

Department

LDSD/OHRM

Duty station:

New York

Posting Period:

18 April – 02 May 2016

Org. settings and reporting

The Career Support and Performance Management Section of the Office of Human Resources Management of the Department of Management (OHRM) is recruiting an Intern to assist the Performance Management Team in managing projects related to the implementation of the organization's performance management strategy.

We are seeking a highly motivated graduate student who wishes to gain professional experience in the application of Human Resources with a focus on Performance Management, eLearning and instructional design within an international organization to supplement their studies. This internship is practical educational experience and will provide the opportunity to work in a multicultural and intergovernmental environment. Applicants must demonstrate a keen interest in the work of the United Nations and have a personal commitment to the ideals of the Charter of the United Nations.

The internship is for three months initially, with the possibility of extension. The internship is unpaid and full-time. Interns work five days per week (35 hours), a part thereof which can be done remotely with prior authorization. The intern will be supervised by a staff member on the Performance Management team, under the direction of the Staff Development Officer.

Responsibilities

Daily responsibilities may include, but are not limited to:

- Assist in converting training materials into interactive e-Learning tools comprised of text, video, and other multimedia elements.
- Gather knowledge from subject matter experts and other available resources
- Support the testing and adjusting of the training materials to correct any technical problems
- Assist in the marketing and promulgation of training materials
- Provide inputs to communication and outreach efforts

Preferred Skills and Interests

- Hands on experience in multi-media, digital marketing, training, and e-Learning and web development
- Familiarity with storyboarding (creating a roadmap of a course)
- Interest in adult learning theories and learning management systems
- Experience with audio/video recording and editing

- Candidates are asked to advise in their application which of the following software tools they have working knowledge of:
 - Adobe Captivate
 - Adobe Creative Suite
 - Articulate
 - Articulate Storyline
 - Microsoft Office
 - Camtasia
 - Illustrator
 - Power Point
 - Photoshop
 - Web conferencing tools such as Webex
 - Other (please specify) _____

Competencies

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 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

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

Education

Applicants must

- Be enrolled in a degree programme in a graduate school (second university degree or higher); or if pursuing their studies in countries where higher education is not divided into undergraduate and graduate stages, have completed at least four years of full-time studies at a university or equivalent institution towards the completion of a degree;
- Be computer literate in standard software applications including MS Office and Adobe

- Demonstrate the 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.

Work experience

Applicants are not required to have professional work experience for participation in the programme.

Languages

Fluency in English (both oral and written) is required; knowledge of French is desirable. Knowledge of another UN official language is an advantage.

Assessment method

Potential candidates will be contacted by hiring manager directly for further consideration.

Special Notice

A complete online application (Cover Note and Personal History Profile) is required. Incomplete applications will not be reviewed.

The Cover Note must include:

- Title of degree you are currently pursuing
- Expected Graduation Date
- List of software skills and programmes that you are proficient in
- List of your top three areas of interest/department preferences
- Explain why you are the best candidate for this specific internship offer
- Explain your interest in the United Nations Internship Programme

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

Due to a high volume of applications received, only successful candidates will be contacted.

United Nations Considerations

The United Nations shall place 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 (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

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.