



Guidelines covering the Ad Hoc Internship Programme of the United Nations Office at Vienna (UNOV) and the United Nations Office on Drugs and Crime (UNODC)

The United Nations Office at Vienna (UNOV) and United Nations Office on Drugs and Crime (UNODC) accept unpaid interns on an ad-hoc basis. The purpose of the programme is threefold:

- ❑ To provide a framework by which students from diverse academic backgrounds may be assigned to the United Nations offices, where their educational experience can be enhanced through practical work assignments;
- ❑ To expose them to the work of the United Nations;
- ❑ To provide United Nations offices with the assistance of qualified students specialized in various professional fields.

The specific guidelines for the placement and admission of interns at UNOV, UNODC and its field offices are set out below. Students interested in interning at other UN offices should contact those offices directly for further information as they are administered separately.

I. Application Procedure

The application form (P135) specifically designed for internships are available from the Internship Coordinator (address below) and on the internet at <http://www.unvienna.org/unov/en/job/index.html>. UNOV/UNODC Offices receiving applications for internships should refer such requests to the Coordinator. Applications must be accompanied by documentary evidence (i.e. confirmation letter from a university) of continuing matriculation, university transcript(s), an up to date curriculum vitae, and a short essay in English or French (approx. 150-250 words) outlining the applicant's motivation for doing an internship. Duly completed application forms and accompanying documentation should be submitted, no earlier than 8 months and no later than 4 months before the intended start of the internship to the following address:

Co-ordinator
Ad-Hoc Internship Programme
Division for Management
United Nations Office at Vienna/
United Nations Office on Drugs and Crime
PO Box 500
1400 Vienna, Austria

Fax: (+43-1) 260607-5729
E-mail: internship@unvienna.org

Incomplete applications will not be considered.

II. Eligibility/Conditions

a) Interns may be accepted provided the following conditions are met:

- The applicant is a holder of a first university degree or equivalent **and** is enrolled in a degree programme in a graduate school (second university degree or higher) at the time of application and during the internship;

or

- If the applicant is pursuing studies in a country where higher education is not divided into undergraduate and graduate stages, s/he **must** have completed at least two years of full-time studies at a university or equivalent institution towards the completion of a degree.

Undergraduates (with no completed first degree) and those graduates with a higher degree who have already completed all of their studies are **not** eligible to participate in the programme. Students having completed in-class studies who are required under their degree programme to complete a certain amount of internship time before obtaining their final diploma (i.e. Referendariat in Germany, etc.) may be accepted.¹

b) Languages required:

The applicant must be fluent in at least one of the working languages of the United Nations Secretariat (i.e. English and French). Knowledge of other official United Nations languages (Arabic, Chinese, Russian and Spanish) are an asset.

c) Fields of study:

Social and political sciences, psychology, economics, journalism, finance, information technology, accounting, business administration, international relations, and international law.

d) Duration

The normal duration of an internship is two months, which may be extended for an additional two months. The total duration may be exceptionally extended to a maximum period of six months.

The internship programme is normally on a full-time basis. Interns are expected to work full days five days a week in the Division which has selected them, under the supervision of an experienced staff member.

Requests for shorter or longer periods will not be considered.

e) Medical insurance:

Interns are required to have and show proof of a valid health/medical insurance coverage in Austria during their internship. UNOV/UNODC accept **no** responsibility for the medical insurance of the intern or compensation in the event of death, injury or illness incurred during an internship.

¹ In accordance with Staff Rule 104.10 (Family relationships), the children or siblings of UNOV/UNODC staff cannot be considered for an internship at UNOV/UNODC.

III. Expenses

The United Nations does not financially remunerate interns in any way. Costs and arrangements for travel, visas, accommodation and living expenses are the responsibility of the intern or their sponsoring institution(s); Interns will **not** be entitled to any compensation for travel arrangements to and from the work location.

Interns do not receive a salary or emoluments from the United Nations.

IV. Receiving Division/Unit and Supervisor Responsibilities and Obligations

It is the responsibility of the receiving Division to create a working environment conducive to an intern's substantive learning and professional development. The substantive office/supervisor shall:

- a) seek to ensure that an intern's assignment is related to his/her field of study, is meaningful for both the department/office and the intern, and at the appropriate level of complexity and variety for the proposed length of internship;
- b) be responsible for the content of the assignment of the intern, which should, where feasible, be explained fully to the intern prior to the commencement of the internship. Terms of reference describing the content of the tasks and responsibilities of the internship assignment should be prepared;
- c) ensure that, for the period of internship, interns be provided with a desk, phone, and computer access (please note: All office space allocation for interns must be approved by the General Support Section (GSS) before internship approval is processed. If no office space is available and the substantive office still wishes to recruit an intern, s/he will have to share the supervisor's office);
- d) bear in mind that an internship is not to be used as a support function. The intern is placed within an office to develop expertise in a core area (i.e. her/his area of study);
- e) monitor interns throughout the internship period to ensure that assignments are rewarding and focused.
- f) Use of the UN Library – Vienna: Substantive offices accepting interns are responsible for making the necessary arrangements for their use of the UN library facilities. Contact Vienna.Library@unvienna.org or call extension 3210 for further information.

V. Claims

The United Nations is not responsible for any third-party claims arising from loss of or damage to property, death or personal injury caused by actions or omission by an intern during his/her internship.

The United Nations is also not responsible for compensation for damage to property or for service-related death, injury, or illness incurred by interns during their period of internship.

VI. Selection procedure/administration

Selection procedure:

- a) Should a substantive office wish to accept an intern, a short outline of the proposed assignment in the form of a Terms of Reference (*see form internTORsample.doc*) must be prepared according to the requirements of that office and submitted to the Internship Coordinator two months prior to the proposed dates of internship. The Internship Coordinator

- will evaluate the proposed TOR to ensure that it is in line with the aims of the Internship Programme. As openings occur, applicants' suitability will be reviewed in light of requirements.
- b) All applications are pre-evaluated by the Internship Coordinator to determine the suitability of candidates in terms of qualifications and experience.
 - c) Applications that are given a positive pre-evaluation will be submitted to the appropriate substantive offices for review and consideration.
 - d) Should an applicant be acceptable to a particular office, the office should indicate its agreement by completing and returning the Request for Intern form (*see form internrequest.doc*) along with Terms of Reference (*if not already done*), Placement Memo (*see form Placement memo int.doc*) and a copy of the application at least four weeks prior to the intern's proposed start date.
 - e) Offices are welcome to submit to the Internship Coordinator qualified applicants that have initially approached directly. These applicants must also provide necessary documentation for application and meet all requirements of the programme in order to be considered.
 - f) The Internship Coordinator will provide final approval on all interns. Once this is done, agreement will be obtained from the successful candidate to the proposed internship. The requesting office will be notified of the acceptance and arrangements will be made for entry of the intern into the VIC.

Administration

- a) Commencement of the internship
Interns will be requested to report to the Internship Coordinator at the beginning of the first day of internship to complete the necessary formalities which include: signing a waiver statement, providing proof of insurance and making arrangements for the issuance of a grounds pass.
- b) Working location and hours
The work performed by the intern during the internship will be on the premises of the United Nations office to which they are assigned, unless otherwise authorized. Interns carry out their assignments according to the schedule of working hours agreed upon with the substantive office. Interns must provide written notice in case of illness or other unavoidable circumstances that prevent them from observing these working hours.
- c) Visa
Interns are personally responsible for obtaining any necessary visas and to comply with local regulations and laws concerning police registration.
- d) Use of VIC Library
Substantive offices accepting interns are responsible for making the necessary arrangements for their use of the VIC library, if required.
- e) Conduct
Interns are required to conduct themselves at all times in a manner that is compatible with their responsibilities as UNOV/UNODC interns and in accordance with the standards of conduct of international civil servants.

Interns shall respect the impartiality and independence required of the United Nations and of the receiving department/office and shall not seek or accept instructions regarding the services performed under the internship agreement from any Government or from any authority external to the Organization.

Unless otherwise authorized by the appropriate official in the receiving department/office, they may not communicate at any time to the media or to any institution, person, Government or any other external source any information which has become known to them by reason of their association with the United Nations or the receiving department/office, that they know or ought to have known has not been made public. They may not use any such information without the written authorization of the appropriate official, and such information may never be used for

personal gain. These obligations also apply after the end of the internship with the United Nations.

f) Confidentiality

Interns are required to keep confidential any and all unpublished information acquired during the course of their internships and may not publish any reports or papers on the basis of information obtained, unless authorized to do so by UNOV/UNODC.

Interns are also expected to provide the receiving departments/offices with a copy of all materials prepared by them during the internship. The United Nations shall be entitled to all property rights, including but not limited to patents, copyrights and trademarks, with regard to material which bears a direct relation to, or is made in consequence of, the services provided under the internship. At the request of the United Nations the intern shall assist in securing such property rights and transferring them to the Organization in compliance with the requirements of the applicable law.

g) Privileges and immunities

Interns are not staff members and therefore are not entitled to any privileges and immunities extended by the host country to staff members of UNOV/UNODC. They shall not be sought or accepted as substitutes for staff to be recruited against posts authorized for the implementation of mandated programmes and activities. They shall also not represent the United Nations in any official capacity.

h) Employment of Interns

Interns shall not be eligible to apply for, or be appointed to, any post in the Secretariat for a period of six months following the end of their internship.

i) Reports

On completion of the internship, supervisors are required to complete a written evaluation of the intern's performance and organize a meeting with the intern to provide constructive feedback. In turn, interns are asked to complete a questionnaire on their experience.