

UNOPS provides project management and procurement services to a range of partners including UN organizations, international financial institutions, governments, and non-governmental organizations, helping meet the world's needs for building peace, recovering from disaster and creating sustainable development.

UNOPS is known for its ability to implement large-scale, complex projects in all types of settings around the world. With its global headquarters in Copenhagen, Denmark, UNOPS presently operates in more than 60 countries implementing client operations, administering and supervising loans, and providing management advisory services.

UNOPS is seeking talented individuals looking to gain practical communications experience as a starting point in their careers, or those willing to share the experience they have gained working in the United Nations, business, government or the media.

This is a re-advertisement – those who have earlier applied do not need to re-apply

Vacancy Details

Vacancy Code	VA/2010/CU/CPH-HQ Communications Assistant
Post Title	Communications Assistant - unpaid intern
Org Unit	Communications Unit
Duty Station	Copenhagen, Denmark
Duration	Minimum six months
Closing Date	10 February 2010

Duties and Responsibilities

The intern will work in the Communications Unit under the direct, overall supervision of the UNOPS Head of Communications and will assist in producing a range of print and online publications. Specific intern responsibilities include, but are not limited to:

- Assisting with writing tasks including news stories, factsheets and web content.
 - Producing and formatting materials in Adobe CS4 InDesign, Illustrator, Photoshop, Word and PowerPoint.
 - Liaising with regional and country office focal points and project managers to secure information and images for communications materials.
 - Collaborating with translators to produce print and web content in Spanish and French.
 - Preparing materials for printing, coordinating with printers and assisting with print solutions to offices in the UNOPS global network.
 - Assisting with the distribution of communications products
 - Monitoring of media and internet coverage of the organization.
 - Assisting with internal communications content.
 - Reporting to and performing other duties as required by the Head of Communications

Required Selection Criteria

Education/Experience/Language

- University degree or significant course work. The completion of specialized studies in journalism, or communications is mandatory.
- Applicants must have a very good knowledge of English and be able to write clearly and concisely in the language. Knowledge of French and Spanish a strong advantage.
- Excellent organizational skills, attention to detail, and determination to meet deadlines.
- Computer literacy: Strong Microsoft Office Suite, Adobe Photoshop, Illustrator and InDesign.

Submission of Applications

Qualified candidates may submit their application including a letter of interest and complete Curriculum Vitae in English and an updated United Nations Personal History Form (P.11) [English Version](http://www.unops.org/english/whoweneed/pages/default.aspx) (available at <http://www.unops.org/english/whoweneed/pages/default.aspx>) to the Communications Unit, via e-mail to cu@unops.org . Kindly indicate the vacancy number and the post title in the subject line when applying by email.

Shortlisted candidates will be asked to undertake a translation assignment in their chosen language(s)

Additional Considerations

- The successful incumbent will be offered an internship agreement. For more information on UNOPS internship please visit: <http://www.unops.org/UNOPS/Employment/Internships>
- Interns at UNOPS do not receive any remuneration. As such, interns are responsible for all costs associated with the internship, including but not limited to costs for insurance coverage, travel and accommodation.
- Interns are responsible for arranging their own travel and securing any necessary visas.
- Flexible working schedules may be arranged.

For more information on UNOPS, please visit the UNOPS website at www.unops.org.