



unitar

United Nations Institute for Training and Research

December 2009

**2010 Internship Programme
with
The United Nations Mission in Hiroshima**

The Hiroshima Office (HO) of the United Nations Institute for Training and Research (UNITAR) is the only UN Mission in the Chugoku-Shikoku region. Internship opportunities at HO are now open for graduate school students and young professionals to work in a purely international environment with staff from many different nationalities. This is a unique opportunity for motivated candidates to upgrade their professional skills, language proficiency and to engage with international affairs by understanding the United Nations System.

Position: Paid Intern

Duration of contract: Three months (with possibility of three additional month extension)

Allowance: JPY 100,000/per period (3 months)

Number of internship position available: Eight (two per period)

Internship periods:

- January – March internship (deadline for application 22 December 2009)
- April – June internship (deadline for application 12 March 2010)
- July – September internship (deadline for application 11 June 2010)
- October – December internship (deadline for application 17 August 2010)

Starting date of the each internship period: 1st business day of the month

Duties/Job descriptions:

- Participate in and provide support in organizing all UNITAR events;
- Review documents in English and/or Japanese;
- Support administrative tasks (typing, filing, mailing and copying)
- Assist UNITAR participants (about 50 participants per seminar coming from 20 different countries) during their stay in Hiroshima;
- Maintain databases and mailing lists, and other contacts for projects;
- Format, prepare and disseminate working papers and related materials (handouts, brochures, pamphlets, posters etc);
- Conduct research on any subjects relevant to the programme's contents or future expansion.

Working Hours:

- Minimum two days per week; maximum 20 hours per week

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T +81 82 511 2424 F +81 82 211 0511 www.unitar.org/hiroshima/

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Skills/Competencies expected from the individual:

Planning and organizing:

- Effective time management and ability to plan own work to meet designated deadlines.

Communications:

- Good communication (spoken and written) skills in English and/or Japanese, including ability to draft/edit/translate.

Technology awareness:

- Good knowledge of all standard PC applications/office equipment.

Teamwork:

- Good interpersonal skills and ability to work in an international environment. Respect for a multi-cultural environment with sensitivity towards diversity.

Requirements:

Education:

- Advanced university degree (minimum BA)

Language:

- Good level of written and/or spoken English and Japanese required.

Remarks:

- Interns will arrange and pay their own transportation fees, medical and accident insurance and any applicable taxes as required by Japanese authorities.

How to apply:

- All applicants are strongly encouraged to apply as soon as possible before the deadline for each internship period stated in the announcement. A Curriculum Vitae in English or Japanese should be sent to:

Kaori Okabe
Training Assistant
UNITAR Hiroshima Office
Email: hiroshima@unitar.org

For more information contact:

- Kaori Okabe, tel: 082-511-2424, fax: 082-211-0511, email: hiroshima@unitar.org

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