



unitar

United Nations Institute for Training and Research

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 an international environment. This is a unique opportunity for motivated candidates to upgrade their professional skills, language proficiency, engage with international affairs and to understand the United Nations System.

Position: Unpaid Intern

Duration of internship: 3 month period, extendable to a maximum of 6 months by mutual agreement

Duties/Job descriptions:

- Participate in and provide support to all UNITAR events;
- Review documents in English and/or Japanese;
- Support administrative tasks (typing, filing, mailing and copying)
- Assist UNITAR programme participants (about 50 participants from 20 different countries for each programme) during their stay in Hiroshima;
- Maintain databases and mailing lists, and other contacts for projects;
- Format, prepare and disseminate programme materials (handouts, brochures, pamphlets, posters etc);
- Conduct research.

Working Hours: Minimum two and half days per week

Skills/Competencies expected from the individual:

- An advanced university degree (minimum of a BA);
- Effective time management and the ability to plan own work to meet designated deadlines;
- Good communication (spoken and written) skills in English and/or Japanese, including the ability to draft/edit/translate;
- Good knowledge of all standard PC applications/office equipment;
- Good interpersonal skills and the ability to work in an international environment;
- Respect for a multi-cultural environment with a sensitivity towards diversity;
- Japanese language ability considered an asset.

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:

A curriculum vitae in English with the attached cover letter should be sent to the UNITAR Hiroshima Office, (hiroshima@unitar.org).

For more information contact:

UNITAR Hiroshima Office, (hiroshima@unitar.org), tel 082-511-2424, fax 082-211-0511

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