
Project Apprentice - Conventional Arms Control Programme

Duties and Responsibilities

Under the supervision of the Conventional Arms Control Programme Coordinator, the intern will undertake the following tasks inter alia:

- Conduct research on specific issues related to disarmament, and arms control;
- Draft documents and presentations on themes related to the mandate of the Regional Centre;
- Help to organize and carry out courses, conferences, other special events;
- Conduct media monitoring exercises on topics related to UNLIREC' mandate
- Catalogue data and statistical information;
- Write news articles to showcase UNLIREC's work in the field;
- Translate reports, documents, and/or articles; and/or
- Conduct various project-related administrative tasks.

Competencies

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

Planning and Organizing:

- Develops clear goals that are consistent with agreed strategies
- Identifies priority activities and assignments; adjusts priorities as required
- Allocates appropriate amount of time and resources for completing work
- Foresees risks and allows for contingencies when planning
- Monitors and adjusts plans and actions as necessary
- Uses time efficiently

Creativity:

- Actively seeks to improve programmes or services
- Offers new and different options to solve problems or meet client needs
- Promotes and persuades others to consider new ideas
- Takes calculated risks on new and unusual ideas; thinks "outside the box"
- Takes an interest in new ideas and new ways of doing things
- Is not bound by current thinking or traditional approaches

Required Skills and Experience

Education:

- Student must be enrolled in a Masters or Ph.D. Programme for the entire duration of the 6-month internship.

Languages:

- Good command of both Spanish and English (written and spoken).

No previous experience is required. Volunteerism and extracurricular activities will be looked upon favourably.

UNLIREC will only contact those persons pre-selected for the position.