



INTERNSHIP OPENING

Date of issuance: 20/07/2017

Posting title:	Intern - Knowledge and information system
Unit/Project:	Office of the Director
Duty station:	Turin, Italy
Proposed duration and EoD:	Semester: Spring 2018 (January - April 2018) Minimum duration: 2 months
Deadline for applications:	20 September 2017
Reference number:	IO_Spring 2018_01_Turin

The United Nations Interregional Crime and Justice Research Institute (UNICRI) accepts a limited number of unpaid interns on an ad hoc basis. The objective of the internship programme is to enhance the educational experience of graduate and post-graduate students from diverse academic backgrounds through practical work assignments and on-the-job experience, to expose them to the work of the United Nations and to provide UNICRI with the assistance of highly qualified students specialized in various professional fields.

The intern is expected to work on a full-time basis at UNICRI premises in Turin, Italy.

UNICRI will not bear any cost for the internship and all expenses connected with it must be borne by the intern.

1. Background

UNICRI is a United Nations entity established in 1965 to support countries worldwide in preventing crime and facilitating criminal justice. UNICRI is mandated to assist intergovernmental, governmental and non-governmental organizations in formulating and implementing improved policies in the field of crime prevention and criminal justice. UNICRI's goals are:

- to advance understanding of crime-related problems;
- to foster just and efficient criminal justice systems;
- to support the respect of international instruments and other standards;
- to facilitate international law enforcement cooperation and judicial assistance.

2. Specific tasks to be performed

Within the framework of the UNICRI Internship Programme and under the guidance of the Director of UNICRI, the Intern will work closely with the Documentation and Information Centre and assist the Office of the Director by performing the following tasks:

- Assist in developing and testing internal knowledge sharing platform and applications;
- Support the planning and organization of onsite and online training activities of the Documentation and Information Centre;
- Research on best practices, collect data and produce reports and documents related to knowledge management;
- Support in analyzing complex information, including quantitative and qualitative data, to extract and visualize key messages;
- Assist in answering queries and requests from the users of the Documentation and Information Centre;
- Assist in promoting the UNICRI Internship Programme;
- Carry out general research on topics as needed;
- Draft and file correspondence and documents;
- Perform other duties upon request.

In addition, the intern may spend 10% of his/her time for the preparation of materials/reports on a topic of his/her choice (optional).

3. Qualifications

Education:

Applicants shall hold at least a first university degree (Bachelor or equivalent) in computer science, information technology, statistics, library sciences, or a related field.

Applicants who have graduated with a university degree (first or second university degree, or equivalent, or higher), if selected, must commence the internship within a one-year period of graduation.

Applicants enrolled in the final academic year of a first university degree programme (Bachelor or equivalent) shall also be considered for this internship opening.

Experience:

Applicants shall be computer literate in standard software applications. Knowledge of SQL and HTML, as well as that of infographic and statistic software is highly desirable.

Languages:

Proficiency in both oral and written English is required.

4. Submission of applications

Applicants are required to complete application form available at:

http://www.unicri.it/institute/join_us/jobs/internships/

Applications must indicate the Internship Opening reference number. Applications that do not quote the reference number and/or are received after the deadline will not be considered.

Applications shall be sent - preferably - via email to internship@unicri.it.

If electronic submission is not possible, a hard copy can be mailed or faxed to:

UNICRI

Internship Coordinator

Viale Maestri del Lavoro, 10

10127 Turin, Italy

Fax: +39 011 6313 368

Due to the expected high volume of applications, only short-listed candidates will be contacted for interview.