



## **INTERNSHIP OPENING**

Date of issuance: 20/07/2017

<b>Posting title:</b>	Intern - Front desk
<b>Unit/Project:</b>	UNICRI Liaison Office in Rome
<b>Duty station:</b>	Rome, Italy
<b>Proposed duration and EoD:</b>	Semester: Spring 2018 (January - April 2018) Minimum duration: 2 months
<b>Deadline for applications:</b>	<b>20 September 2017</b>
<b>Reference number:</b>	<b>IO_Spring 2018_11_Rome</b>

*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 Rome, 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.

UNICRI Rome liaises with the Host Country, the diplomatic corps, the academic and business sectors and the Rome-based UN agencies as well as the civil society. In close cooperation with relevant counterparts, UNICRI Rome supports the communication for new projects; follows up on the ongoing projects financed by the Italian Foreign Ministry; facilitates meetings with Government officials for Heads of Units based in UNICRI Headquarters in Turin; and represents UNICRI in events in Rome. UNICRI Liaison Office in Rome produces and maintains website [www.onuitalia.it](http://www.onuitalia.it) (in Italian) with the latest news from UNICRI including its events, as well as news from the United Nations System.

## **2. Specific tasks to be performed**

Within the framework of the UNICRI Internship Programme and under the supervision of the Programme Officer, the Intern will assist the UNICRI Liaison Office in Rome by performing the following tasks:

- Assist in the organization of meetings and international public events;
- Assist in distributing documents and press releases;
- Respond to inquiries for information and provide visitors with general information on UN and UNICRI activities;
- Archive daily information sent by the UN Department of Public Information;
- Assist in keeping up to date office files;
- Contribute to updating the depository library with publications from UNICRI and other UN entities;
- Attend conferences and meetings, including weekly and strategic team meetings;
- Conduct research on topics related to UNICRI and UN activities;
- 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 a field relevant to UNICRI's activities.

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.

### Languages:

Proficiency in both oral and written English and Italian is required.

## **4. Submission of applications**

Applicants are required to complete application form available at:  
[http://www.unicri.it/institute/join\\_us/jobs/internships/](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](mailto: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.