Posting Title: INTERN - PROCUREMENT
Job Code Title: INTERN - PROCUREMENT
Department/Office: FIELD MISSIONS ADMINISTERED BY DPKO
Duty Station: BRINDISI
Posting Period: 08 April 2016 - 07 May 2016
Job Opening Number: 58802
Staffing Exercise: N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Special Notice
A completed online application (Cover Note and Personal History Profile) is required. Incomplete applications will not be reviewed.

The Cover Note must include:

- Degree Programme (What are you currently studying?)
- Graduation Date (When will you graduate or when did you graduate from the programme?)
- List the IT skills and programmes that you are proficient in.
- List your top three areas of interest.
- Explain why you are the best candidate for this specific internship.
- Explain your interest in the United Nations Internship Programme.

In your online Personal History Profile, be sure to include all past work experiences, IT skills, and three references.

Due to the high volume of applications received, ONLY successful candidates will be contacted

Org. Setting and Reporting
The overall objective of the Field Contract Management Unit at the United Nations Global Service Centre (UNGSC) is to improve the effectiveness of contracts management and oversight through timely and tangible contract management support to the peacekeeping field missions. The internship is for an initial period of two (2) months extendable to up to six (6) months according to the needs of the Unit and the performance of the intern.

The internship is UNPAID and full-time.

Interns work five days per week (37.5 hours) under the supervision of a staff member in the mission to which they are assigned.

Responsibilities
Within delegated authority, the Procurement intern may be required to perform the following duties:

1. Provide assistance to the Unit with the interpretation of UNHQ field mission system contracts with a view to resolve contractual and performance issues in Field Missions;

2. Assist in the administration of the Unit including the maintenance of contract management related hard copy and electronic documents and records on internal UN Global Service Center share drive and on the Contract Management section of the UN Department of Field Support (DFS) website Community of Practice;

3. Assist the Unit in the preparation of the Annual Field Contract Management Conference;

4. Perform other duties as assigned.

Competencies
Communication:
- Speaks and writes clearly and effectively
- Listens to others, correctly interprets messages from others and responds appropriately
- Asks questions to clarify, and exhibits interest in having two-way communication
- Tailors language, tone, style and format to match the audience
- Demonstrates openness in sharing information and keeping people informed

Teamwork:
- Works collaboratively with colleagues to achieve organizational goals
- Seeks 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

Client Orientation:
- Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view
- Establishes and maintains productive partnerships with clients by gaining their trust and respect
- Identifies clients’ needs and matches them to appropriate solutions
- Monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems
- Keeps clients informed of progress or setbacks in projects
- Meets timeline for delivery of products or services to client

Education
To qualify for this internship, one of the following conditions must be met:
(a) be enrolled in a graduate school programme (second university degree or equivalent, or higher);
(b) be enrolled in the final academic year of a first university degree programme (minimum Bachelor’s level or equivalent);
(c) have graduated with a university degree in one of the following areas:

- Contract Management
- Procurement
- Public Administration
- International Law
- International Relations.

Interns must be:
• Be computer literate in standard software applications;
• Have a demonstrated keen interest in the work of the United Nations and have a personal commitment to the ideals of the Charter;
• Have a demonstrated ability to successfully interact with individuals of different cultural backgrounds and beliefs, which include willingness to try and understand and be tolerant of differing opinions and views.

If selected, the applicant must be able to commence the internship within a one-year period of graduation.

Work Experience
Applicants are not required to have professional work experience for participation in the programme.

The following skills or experience are desirable:
- Other internship experience in an office environment, especially in a public institution, international organization and/or non-governmental organization.
- Proficiency in written and oral English
- Experience with MS Office

Languages
Fluency in one of the working languages of the UN Secretariat, English or French, (both oral and written) is required; knowledge of the other is desirable. Knowledge of another UN official language is an advantage

Assessment
Potential candidates will be contacted by the hiring manager directly for further consideration.

United Nations Considerations
Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the At-a-Glance on “The Application Process” and the Instructional Manual for the Applicants, which can be accessed by clicking on “Manuals” hyper-link on the upper right side of inspira account-holder homepage.

Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their
education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render the applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at midnight (New York time) on the deadline date.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS’ BANK ACCOUNTS.

Please apply at https://careers.un.org

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